

Fall 2021 Schedule Timeline

Scheduling Tools to Chairs	1.5 weeks	02/09/2021-02/19/21
Chairs meet with Deans; Dean approves and signs	2 weeks	02/22/21-03/05/21
Chairs e-mail schedule to Scheduler (meet via Zoom as needed)	2 weeks	03/08/21-03/19/21
Review #1: Chairs review schedules in PeopleSoft and enters any changes via SCRs	1 week	03/22/21-03/26/21
Review #3: Schedule is posted for online review by all faculty; Chairs enter edits via SCRs	1 week	03/29/21-04/02/21
Final Schedule Posted Online		4/14/21

Summer 2021 Schedule Timeline

Recommended Schedules to Chairs	1 week	02/01/21-02/05/21
Chairs meet with Deans; Dean approves and signs	2 weeks	02/08/21-02/19/21
Chairs e-mail schedule to Scheduler (meet via Zoom as needed)	2 weeks	02/22/21-03/05/21
Review #1: Chairs review schedules in PeopleSoft and enters any changes via SCRs	1 week	03/08/21-03/12/21
Review #2: Schedule is posted for online review by all faculty; Chairs enter edits via SCRs	1 week	03/15/21-03/19/21
Final Schedule Posted Online		3/24/21