

## CLASS SCHEDULING TIMETABLE GUIDELINE

START DATES	SPRING 18	SUMMER 18	FALL 18	SPRING 19
<b>Registration begins for Students</b>	Oct 30, 2017	Mar 26, 2018	Mar 26, 2018	Nov 5, 2018
<b>Semester begins/Start of Classes</b>	Jan 8, 2018	May 14, 2018 (A,C,G,W) Jun 25, 2018 (B,Y)	Aug 20, 2018	Jan 7, 2019
<b>TASKS AND DUE DATES</b>				
<b>USF System Registrar's Office</b> Roll Forward schedule from corresponding year Schedule available on Staff Schedule Search Begin modification, submit catalog level pre-requisites	Feb 6, 2017	Jun 12, 2017	Sept 18, 2017	Feb 5, 2018
<b>College Schedulers/Department Deadline</b> Large Capacity & Special Needs Requests for Variances Physical Limitations Request Distance Learning Courses	July 28, 2017	Nov 10, 2017	Dec 15, 2017	July 27, 2018
<b>College Schedulers/Department Deadline</b> Make adjustments to Distance Learning courses Assign space for off-site locations	Aug 14, 2017	Nov 17, 2017	Dec 8, 2017	Aug 13, 2018
<b>USF System Registrar's Office</b> Schedule available on Student Schedule Search Run No Instructor Report Change message of schedule search dates Populate Waitlist Maximum on Schedule Search	Aug 14, 2017	Nov 27, 2017	Feb 5, 2018	Aug 13, 2018
<b>USF System Registrar's Office</b> Roll from catalog to schedule Update catalog level pre-requisites, fees and GenEd/FKL attributes <i>(Note: Only pre-reqs and attributes in Fall. Fall Catalog fees are rolled mid-May after Materials &amp; Supplies Fees have been determined for the academic year.)</i>	Oct 9, 2017	Feb 19, 2018	Jan 19, 2018	Oct 8, 2018
<b>College Schedulers/Department Deadline</b> All course entries completed Submit pre-requisites, changes, deletions, additions	Sept 8, 2017	Dec 1, 2017	Feb 2, 2018	Sept 7, 2018
<b>Academic Space Planning &amp; Assignment</b> Complete room assignments	Sept 29, 2017	Dec 15, 2017	Feb 16, 2018	Sept 21, 2018
<b>USF System Registrar's Office</b> Proof room assignments	Sept 29, 2017	Dec 15, 2017	Feb 16, 2018	Sept 21, 2018
<b>College Schedulers/Department Deadline</b> Populate Waitlist Maximum on Schedule Search	Oct 6, 2017	Jan 5, 2018	Mar 2, 2018	Oct 5, 2018
<b>College Schedulers/Department Deadline</b> Submit section level detail codes (fees) Submit CRNs with Service Learning attributes	Oct 23, 2017	Mar 2, 2018	Mar 5, 2018	Oct 22, 2018
<b>USF System Registrar's Office</b> Section funding attribute discrepancies (Runs before 1st day) Run schedule section number clean-up	Nov 6, 2017	Mar 26, 2018	Mar 26, 2018	Nov 5, 2018
<b>College Schedulers/Department Deadline</b> Instructor to facilitate e-Grading Account number overrides (System Institutions)	Dec 1, 2017	Apr 2, 2018	July 16, 2018	Nov 30, 2018
<b>USF System Registrar's Office</b> Run No Instructor Report	Dec 1, 2017	Apr 2, 2018	July 16, 2018	Nov 30, 2018

**Revised 8/18/17 (NOTE: DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE, PLEASE CONSULT THE WEB FOR THE LATEST)**