

CLASS SCHEDULING TIMETABLE GUIDELINE

CLASS SCHEDULING TIMETABLE GUIDELINE	Fall 19	Spring 20	Summer 20	Fall 20
Registration begins for Students	Mar 25, 2019	Nov 4, 2019	Mar 30, 2020	Mar 30, 2020
Semester begins/Start of Classes	Aug 26, 2019	Jan 13, 2020	May 18 A&C June 29 B & Y	Aug 24, 2020
TASKS AND DUE DATES				
USF System Registrar's Office Roll Forward schedule from corresponding year Schedule available on Staff Schedule Search Begin modification, submit catalog level pre-requisites	Sept 17, 2018	Feb 4, 2019	Sept 16, 2019	Sept 16, 2019
College Schedulers/Department Deadline Large Capacity & Special Needs Requests for Variances Physical Limitations Request Distance Learning Courses	Dec 14, 2018	July 26, 2019	Nov 7, 2019	Dec 13, 2019
College Schedulers/Department Deadline Make adjustments to Distance Learning courses Assign space for off-site locations	Dec 7, 2018	Aug 12, 2019	Nov 15, 2019	Dec 6, 2019
USF System Registrar's Office Schedule available on Student Schedule Search Run No Instructor Report Change message of schedule search dates Populate Waitlist Maximum on Schedule Search	Feb 4, 2019	Aug 12, 2019	Nov 25, 2019	Feb 3, 2020
USF System Registrar's Office 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 & Supplies Fees have been determined for the academic year.)</i>	Jan 18, 2019	Oct 7, 2019	Feb 17, 2020	Jan 17, 2020
College Schedulers/Department Deadline All course entries completed Submit pre-requisites, changes, deletions, additions	Feb 1, 2019	Sept 6, 2019	Nov 29, 2019	Jan 31, 2020
Academic Space Planning & Assignment Complete room assignments	Feb 15, 2019	Sept 20, 2019	Dec 13, 2019	Feb 14, 2020
USF System Registrar's Office Proof room assignments	Feb 15, 2019	Sept 20, 2019	Dec 13, 2019	Feb 14, 2020
College Schedulers/Department Deadline Populate Waitlist Maximum on Schedule Search	Mar 1, 2019	Oct 4, 2019	Jan 3, 2020	Feb 28, 2020
College Schedulers/Department Deadline Submit section level detail codes (fees) Submit CRNs with Service Learning attributes	Mar 4, 2019	Oct 21, 2019	Feb 28, 2020	Mar 2, 2020
USF System Registrar's Office Section funding attribute discrepancies (Runs before 1st day) Run schedule section number clean-up	Mar 25, 2019	Nov 4, 2019	Mar 24, 2020	Mar 23, 2020
College Schedulers/Department Deadline Instructor to facilitate e-Grading Account number overrides (System Institutions)	July 15, 2019	Nov 29, 2019	Mar 30, 2020	July 13, 2020
USF System Registrar's Office Run No Instructor Report	July 15, 2019	Nov 29, 2019	Mar 30, 2020	July 13, 2020

Revised 7/24/19 (NOTE: DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE, PLEASE CONSULT THE WEB FOR THE LATEST)