

### CLASS SCHEDULING TIMETABLE GUIDELINE

	Fall 18	Spring 19	Summer 19	Fall 19
<b>Registration begins for Students</b>	Mar 26, 2018	Nov 5, 2018	Mar 25, 2019	Mar 25, 2019
<b>Semester begins/Start of Classes</b>	Aug 20, 2018	Jan 7, 2019	May 13 A & C June 24 B & Y	Aug 26, 2019

#### TASKS AND DUE DATES

<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	Sept 18, 2017	Feb 5, 2018	June 11, 2018	Sept 17, 2018
<b>College Schedulers/Department Deadline</b> Large Capacity & Special Needs Requests for Variances Physical Limitations Request Distance Learning Courses	Dec 15, 2017	July 27, 2018	Nov 8, 2018	Dec 14, 2018
<b>College Schedulers/Department Deadline</b> Make adjustments to Distance Learning courses Assign space for off-site locations	Dec 8, 2017	Aug 13, 2018	Nov 16, 2018	Dec 7, 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	Feb 5, 2018	Aug 13, 2018	Nov 26, 2018	Feb 4, 2019
<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>	Jan 19, 2018	Oct 8, 2018	Feb 18, 2019	Jan 18, 2019
<b>College Schedulers/Department Deadline</b> All course entries completed Submit pre-requisites, changes, deletions, additions	Feb 2, 2018	Sept 7, 2018	Nov 30, 2018	Feb 1, 2019
<b>Academic Space Planning &amp; Assignment</b> Complete room assignments	Feb 16, 2018	Sept 28, 2018	Dec 14, 2018	Feb 15, 2019
<b>USF System Registrar's Office</b> Proof room assignments	Feb 16, 2018	Sept 28, 2018	Dec 14, 2018	Feb 15, 2019
<b>College Schedulers/Department Deadline</b> Populate Waitlist Maximum on Schedule Search	Mar 2, 2018	Oct 5, 2018	Jan 4, 2019	Mar 1, 2019
<b>College Schedulers/Department Deadline</b> Submit section level detail codes (fees) Submit CRNs with Service Learning attributes	Mar 5, 2018	Oct 22, 2018	Mar 1, 2019	Mar 1, 2019
<b>USF System Registrar's Office</b> Section funding attribute discrepancies (Runs before 1st day) Run schedule section number clean-up	Mar 26, 2018	Nov 5, 2018	Mar 25, 2019	Mar 25, 2019
<b>College Schedulers/Department Deadline</b> Instructor to facilitate e-Grading Account number overrides (System Institutions)	July 16, 2018	Nov 30, 2018	Apr 1, 2019	July 15, 2019
<b>USF System Registrar's Office</b> Run No Instructor Report	July 16, 2018	Nov 30, 2018	Apr 1, 2019	July 15, 2019

**Revised 6/26/18 (NOTE: DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE, PLEASE CONSULT THE WEB FOR THE LATEST)**