

USFSP CLASS SCHEDULING TIMETABLE - Updated 11/15/2019	Fall 19	Spring 20	Summer 20	Fall 20
Phase I - Building New Term Schedule				
Last year's sections rolled to new term.	September 17, 2018	February 4, 2019	September 16, 2019	September 16, 2019
Registrar's Office - Master schedule reports distributed to Academic Areas to Begin Creating the New Schedule.	September 18, 2018	February 4, 2019	September 17, 2019	September 17, 2019
Academic Areas: Review for retention and progression to degree, ie. additions, day/time meeting patterns, appropriate p.o.t., schdl type, instructional methods, Corrections needing central update sent to Registrar's Office (requisites).	Sept 19, 2018 - Nov 9, 2018	Feb 5, 2019-June 28, 2019	September 17, 2019-October 25, 2019	September 17, 2019-November 8, 2019
College Schedulers Phase I Deadline.	November 9, 2018	June 28, 2019	October 25, 2019	November 8, 2019
Phase II - Review for Key Updates prior to Room Scheduling				
Registrar's Office Distributes Updated Reports for Schedulers to Proof and Make Adjustments.	November 16, 2018	July 1, 2019	October 28, 2019	November 15, 2019
Academic Areas finalize major updates to sections (additions, deletions, meetings sections finalized for room scheduling to occur. Final central updates (fees, requisites) to Registrar's Office. Review for Special Room Requests. Large Capacity & Special Need Room Requests Due. Distance Learning Courses Set up.	November 16, 2018 - December 14, 2018	July 1, 2019- July 26, 2019	October 28, 2019 - November 7, 2019	November 15, 2019- December 13, 2019
Make adjustments to Distance Learning courses. Assign space for off-site locations with Registrar's Office.			November 15, 2019	December 6, 2019
College Schedulers Phase II Deadline.	December 14, 2018	July 26, 2019	November 15, 2019	December 13, 2019
Phase III - Final Proof Before Schedule Opens for Students				
Distributes Reports for Proof to Schedulers Before Students Access.	December 14, 2018	July 26, 2019	November 18, 2019	December 16, 2019
Final proof to resolve any issues, double check late sections added. Final review: requisites, restrictions, funding. Fees and attributes only after Tampa does the 2nd roll. Complete final room assignments.	December 14, 2018 - January 18, 2019	July 26, 2019-August 6, 2019	November 18, 2019- November 27, 2019	December 16, 2019- January 31, 2019
USF Tampa rolls attributes and fees from catalog.	January 18, 2019	October 7, 2019	February 17, 2020	January 17, 2020
College Schedulers Phase III Deadline.	January 25, 2019	August 6, 2019	November 27, 2019	January 31, 2020
Students Begin Using Scheduler Planner	February 4, 2019	August 12, 2019	November 25, 2019	February 3, 2020
Phase IV - Updates Prior to Registration Beginning				
Academic Space Planning & Assignment. Note: Schedule closed for one week for the specific term as rooms are assigned.	February 8, 2019 - February 15, 2019	September 13, 2019- September 20, 2019	December 6, 2019- December 13, 2019	February 7, 2020- February 14, 2020
Registrars Office and Schedulers Proof room assignments and resolve discrepancies after optimization occurred.	February 15, 2019	September 20, 2019	December 13, 2019	February 14, 2020
USF Tampa rolls attributes and fees from catalog.	January 18, 2019	October 7, 2019	February 17, 2020	January 17, 2020
Registrar's Office Runs Updated Reports.	January 18, 2019	October 8, 2019	February 17, 2020	January 17, 2020
Review all section data for last minute minor corrections, particularly for added sections, fees and attributes. Double check missing data, schedule types, missing instructors, percent with multiple instructors, etc. Double check wait lists. Provide USF Reg Office with wait list maximums for schedule search.	January 18, 2019 - March 11, 2019	October 8, 2019- October 20, 2019	February 17, 2020- February 28, 2020	January 17, 2020-March 2, 2020
College Schedulers Phase IV Deadline.	March 18, 2019	October 21, 2019	February 28, 2020	March 2, 2020
Phase V - Prep for Registration Start				
Reports Distributed for Proof to Schedulers. Instructor noted to facilitate e-Grading. Review missing instructor reports. Account Number overrides reviewed and updated as necessary.	July 15, 2019 - August 22, 2019	Nov. 18, 2019- Dec. 20, 2019	March 2, 2020-March 30, 2020	July 6, 2020-July 13, 2020
College Schedulers Phase V Deadline.	August 22, 2019	Jan. 10, 2020	March 30, 2020	July 13, 2020
Registration begins for Students	March 25, 2019	Nov. 4, 2019	March 30, 2020	March 30, 2020
Semester begins/Start of Classes	August 26, 2019	Jan. 13, 2020	May 18, 2020	August 24, 2020
			June 29, 2020	
Key: Blue=Reg Office, Green=Academic Area Tasks, Red=Deadlines				
Note: Dates are scheduled based on processing dates set by USF Tampa Registrar's Office				