

## Schedule of Classes Production Timeline (revised Aug 2025)

Spring 2026 (GET Term Code 2263)

2025-2026 Academic Year

### Data Gathering

Date	Activity
See <a href="#">Scheduling Toolkit</a>	<ul style="list-style-type: none"> <li>Suggested date for <b>Chairs</b> to begin collecting data</li> </ul>
June (TBD)	<ul style="list-style-type: none"> <li>Academic Services hosts Schedule of Classes Production Overview Session in coordination with the Offices of Planning &amp; Budget and Institutional Effectiveness</li> </ul>
See <a href="#">Scheduling Toolkit</a>	<ul style="list-style-type: none"> <li>Office of Planning &amp; Budget consults with <b>Associate Deans</b> on data gathering progress</li> </ul>
See <a href="#">Scheduling Toolkit</a>	<ul style="list-style-type: none"> <li><b>Deadline</b> for <b>Chairs</b> provide draft of department course schedule to <b>Associate Deans</b></li> <li><b>Deadline</b> for <b>Associate Deans</b> to meet with <b>Chairs</b> to review budget and plan for department course schedule</li> </ul>
See <a href="#">Scheduling Toolkit</a>	<ul style="list-style-type: none"> <li><b>Deadline</b> for <b>Chairs</b> to provide draft of department course schedules to <b>Department Schedulers</b></li> </ul>
Jul 7 (M)	<ul style="list-style-type: none"> <li>Academic Services runs GET Prior Term Copy                             <ul style="list-style-type: none"> <li>Notifies <b>Associate Deans and College Schedulers</b></li> <li><b>Departments and Colleges</b> may begin running Scheduling reports in GET Run Query in preparation for schedule production</li> </ul> </li> </ul>

### PRODUCTION BEGINS: JULY 14

### Section Build

Date	Activity
Jul 14 (M)	<ul style="list-style-type: none"> <li><b>Edit access to GET Schedule of Classes opens (12:00 AM)</b></li> <li><b>Department Schedulers</b> build course schedules in GET Schedule of Classes                             <ul style="list-style-type: none"> <li>Includes ALL section data, and pre-assignment of rooms as appropriate (see Room Assignment guidelines)</li> </ul> </li> <li><b>Department Schedulers</b> submit SMFs (ServiceNow) for combined, variable unit, restricted, and linked sections</li> <li><b>Chairs and Associate Deans</b> run Scheduling reports in GET Run Query to monitor progress, compare prior term and budget, and make adjustments</li> </ul>
Jul (TBD)	<ul style="list-style-type: none"> <li>Academic Services hosts Open Labs for <b>Department and College Schedulers</b></li> </ul>
Aug 22 (F)	<ul style="list-style-type: none"> <li><b>Deadline</b> for SMFs (ServiceNow) for combined, variable unit, restricted, and linked sections to be submitted to Academic Services (5:00 PM)</li> <li><b>Deadline</b> for <b>Department Schedulers</b> to build course schedules in GET Schedule of Classes</li> </ul>

## Department Review

Date	Activity
Aug 25 (M)	<ul style="list-style-type: none"><li>• <b>Edit access to GET Schedule of Classes remains open</b></li><li>• <b>Chairs</b> run Scheduling reports in GET Run Query to review course schedule completeness and data entry requirement compliance<ul style="list-style-type: none"><li>○ <b>Department Schedulers</b> enter changes and corrections</li></ul></li></ul>
Sep 5 (F)	<ul style="list-style-type: none"><li>• <b>Deadline</b> for <b>Department Schedulers</b> to enter changes and corrections</li><li>• <b>Edit access to GET Schedule of Classes closes for Chairs and Department Schedulers (11:59 PM)</b><ul style="list-style-type: none"><li>○ <b>Edit access remains open for Associate Deans, College Schedulers, and Resource Managers</b></li></ul></li></ul>

## College Review

Date	Activity
Sep 8 (M)	<ul style="list-style-type: none"><li>• <b>Associate Deans</b> run Scheduling reports in GET Run Query to review course schedule completeness and data entry requirement compliance<ul style="list-style-type: none"><li>○ <b>College Schedulers and Resource Managers</b> enter changes and corrections</li></ul></li><li>• Academic Services solicits updates to course typically offered data from <b>Associate Deans and College Schedulers</b></li></ul>
Sep 19 (F)	<ul style="list-style-type: none"><li>• <b>Deadline</b> for <b>College Schedulers and Resource Managers</b> to enter changes and corrections</li><li>• <b>Edit access to GET Schedule of Classes closes (11:59 PM)</b></li></ul>

## Optimization

Date	Activity
Sep 22 (M)	<ul style="list-style-type: none"><li>• Office of Planning &amp; Budget notifies Academic Services of unapproved off grid sections to be excluded from optimization and any pre-assigned rooms that require removal</li></ul>
Sep 23 (Tu)	<ul style="list-style-type: none"><li>• Academic Services runs 25Live optimization<ul style="list-style-type: none"><li>○ Office of Planning &amp; Budget reviews optimization results; coordinates adjustments with Academic Services</li></ul></li></ul>
Sep 26 (F)	<ul style="list-style-type: none"><li>• Academic Services exports optimized room assignments from 25Live to GET Schedule of Classes</li></ul>

## Final Review

Date	Activity
Sep 29 (M)	<ul style="list-style-type: none"><li>• Academic Services runs Scheduling reports in GET Run Query to review course schedule data entry requirement compliance<ul style="list-style-type: none"><li>○ Sets sections with outstanding data quality issues to Stop Further Enrollment (i.e., suppressed from published Schedule of Classes and enrollment)</li></ul></li></ul>
Oct 3 (F)	<ul style="list-style-type: none"><li>• <b>Deadline</b> for <b>Associate Deans and College Schedulers</b> to submit course typically offered updates to Academic Services (5:00 PM)</li></ul>

## Final Corrections

Date	Activity
Oct 6 (M)	<ul style="list-style-type: none"> <li>Academic Services notifies <b>Associate Deans and College Schedulers</b> of Stop Further Enrollment sections               <ul style="list-style-type: none"> <li><b>College Schedulers</b> solicit corrections from <b>Department Schedulers</b> <ul style="list-style-type: none"> <li><b>Department Schedulers</b> submit SMFs (ServiceNow) to correct sections</li> </ul> </li> </ul> </li> </ul>
Oct 10 (F)	<ul style="list-style-type: none"> <li><b>Deadline</b> for SMFs (ServiceNow) with corrections to be submitted to Academic Services (5:00 PM)</li> </ul>

### PRODUCTION ENDS: OCTOBER 10

*Edits made after production are considered late and therefore are not guaranteed.*

See [Published Schedule of Classes](#) guidelines.

## Publication, Advising and Validation, Registration

Date	Activity
Oct 13 (M)	<ul style="list-style-type: none"> <li>Academic Services publishes the Schedule of Classes               <ul style="list-style-type: none"> <li>Notifies <b>Associate Deans and College Schedulers</b></li> </ul> </li> <li><b>Associate Deans and College Schedulers</b> run Scheduling reports in GET Run Query to monitor resolution of Stop Further Enrollment sections</li> </ul>
See <a href="#">Dates &amp; Deadlines</a>	<ul style="list-style-type: none"> <li>Advising and Enrollment Validation</li> </ul>
See <a href="#">Dates &amp; Deadlines</a>	<ul style="list-style-type: none"> <li>Appointment Registration</li> </ul>
Dec 1 (M)	<ul style="list-style-type: none"> <li>Academic Services begins accepting event requests (25Live)</li> </ul>
Dec 8 (M)	<ul style="list-style-type: none"> <li>Academic Services reminds <b>Associate Deans and College Schedulers</b> of cancellation deadline</li> </ul>
Dec 19 (F)	<ul style="list-style-type: none"> <li><b>Deadline</b> for SMFs (ServiceNow) to cancel sections to be submitted to Academic Services (5:00 PM)</li> </ul>

## Term

Date	Activity
See <a href="#">Dates &amp; Deadlines</a>	<ul style="list-style-type: none"> <li>Term begins</li> </ul>
See <a href="#">Dates &amp; Deadlines</a>	<ul style="list-style-type: none"> <li>First day of instruction</li> </ul>
Jan 20 (Tu)	<ul style="list-style-type: none"> <li>Academic Services solicits updates to final exam needs from <b>Associate Deans and College Schedulers</b></li> </ul>
See <a href="#">Dates &amp; Deadlines</a>	<ul style="list-style-type: none"> <li>Add/No Record Drop</li> </ul>
Feb 4 (W)	<ul style="list-style-type: none"> <li><b>Edit access to GET Schedule of Classes opens for Resource Managers (12:00 AM)</b> <ul style="list-style-type: none"> <li>Remains open through Office of Institutional Effectiveness APDB reporting deadline</li> <li><b>Resource Managers</b> enter remaining instructor assignments, workload, and APDB clean up</li> </ul> </li> </ul>

Feb 13 (F)	<ul style="list-style-type: none"> <li>• <b>Deadline</b> for final exam needs updates to be submitted to Academic Services (5:00 PM)</li> </ul>
See <a href="#">Dates &amp; Deadlines</a>	<ul style="list-style-type: none"> <li>• Census</li> </ul>
Mar 16 (M)	<ul style="list-style-type: none"> <li>• Academic Services publishes final exams in GET Self Service <ul style="list-style-type: none"> <li>○ Notifies <b>Associate Deans and College Schedulers</b> of conflicts and exception requests</li> <li>○ Instructors and students receive notification of how to view final exam schedules</li> </ul> </li> </ul>
May 8 (F)	<ul style="list-style-type: none"> <li>• <b>Deadline</b> for <b>College Schedulers</b> to submit requests for final exam exceptions to Academic Services (5:00 PM)</li> </ul>
See <a href="#">Dates &amp; Deadlines</a>	<ul style="list-style-type: none"> <li>• Last day of instruction</li> </ul>
See <a href="#">Dates &amp; Deadlines</a>	<ul style="list-style-type: none"> <li>• Final Exams</li> </ul>
See <a href="#">Dates &amp; Deadlines</a>	<ul style="list-style-type: none"> <li>• Term ends</li> </ul>

***\*This timeline is intended for Schedule of Classes production purposes only. It is not a comprehensive account of enrollment related dates and deadlines (see [Academic Calendars](#) and [Dates & Deadlines](#)) nor all operations managed by the Academic Services unit. Information in this timeline is planned as published but subject to change based on **Student Affairs and Enrollment Management** need.***

***The following resources are available to support the activities referenced in this timeline: [Curriculum Resources for Faculty](#), [Scheduling Toolkit](#), [Academic Planning](#) and [Enrollment Planning Resources](#), [Scheduling Resources](#), [Dates & Deadlines](#)***