

2008 Fall Production Schedule

Date(s)	Activity
December, 2007	2008 Fall Semester Production Timeline and Scheduling Materials available on Scheduling website .
Thurs., Jan. 3 - Friday, Feb. 8	Scheduling screens open on mainframe (CRS 006, 009) for Fall 2008 course entry. 2008 Fall course rollover available if needed for course planning.
Friday, January 18 Soft deadline for these 2 forms-allows time for set up and modifications before access closes.	Request for Exceptions to approved time schedule and Special Topics Requests "due" to University Scheduling Office by 5:00p.m. Please use Non-Standard Meeting Time request form * and Special Topics Request form * located on the Scheduling website. *Both files in PDF.
Mon., February 11	Deadline for all Distance Education (DE) courses to be submitted. DE contact info pending.
Mon., February 4 - Fri., Feb. 8	Final Update Week. Review and check errors for your fall course data using Scheduling Information tab in Faculty/Staff Access .
Fri., Feb. 8	Scheduling screens CRS 006 and CRS 009 close at 5:00p.m. Scheduling forms due by 5:00p.m. Preassignment *, Class Tech Request *, Room Blockout Request *, and Footnote Message * forms must be submitted to the Scheduling Office by 5:00p.m. for processing. (Also any remaining special topics requests or non-standard time forms.) *All files in PDF.
Mon., Feb. 11-Fri., Feb. 22	University Scheduling Office processing period.
Mon., February 25	Departments notified of Room Assignments .
Tues., Feb. 26-Tues Feb. 29	Final Schedule Modifications. Department course changes must be e-mailed to scheduling@ncsu.edu . CRS006 and 009 remain closed.
Mon., March 3-Fri., March 7	Spring Break
Mon., March 10	2008 Fall Advising begins
Fri., January 4	Departmental Scheduling Officer training @ Registration & Records (Small group for new Scheduling Officers-more info coming soon.)
TBD	Meeting of University Registration, Records, and Calendar Committee (URRC)