

2012 Fall Production Schedule

Date(s)	Activity
December 5, 2011	Scheduling access opens in SIS for Fall 2012 course entry. 2012 Fall Semester Production Timeline and Scheduling Materials available on Scheduling website .
Mon., January 23	Requests for Non-Standard Time due. Please use Non-Standard Meeting Time request form . Note: Past use of non-standard patterns does not guarantee future use of that pattern. See the Campus Time Tables for a list of standard times by campus.
Fri., January 27	Meeting of University Registration, Records, and Calendar Committee (URRC)
Mon., January 30	Special Topics ID Requests due either by using the Special Topics Request Form or e-mailing scheduling@ncsu.edu .
Feb., 13-17, 2012	Final Update Week. Review and check errors for your fall course data using the Schedule Error report in SIS. Checking now gives you a week to correct errors while your access is still open.
Fri., Feb. 17	Deadline for all Distance Education (DE) courses to be submitted to Katie Crews.
Fri., Feb. 17	SIS Scheduling access closes at 5:00p.m. All Scheduling forms and requests due by 5:00p.m to the Scheduling Office including Preassignment Requests (in Maintain Schedule of Classes) and Room Blockout Requests . (form available on Scheduling Website).
Mon., Feb. 20-Fri., March 2	University Scheduling Office processing period.
5 p.m. Fri., March 2	Schedule of Courses available online.
March 5- March 9	Spring Break