

Schedule and Faculty Assignment Production Timeline Summer 2023

Date	Event	Notes
Mar 1	CourseLeaf Bridging	Initial synchronization of CourseLeaf and Banner data. Chairs can continue to add/change/remove classes in the schedule
Mar 8	Schedule Structure Deadline	Chairs have entered initial determination of courses and sections.
Mar 9-10	Instructional Budget Review	OI staff work with Deans/Chairs to validate schedule compares with instructional budgets.
Mar 13	Pre-Galley Schedule Lock	No sections added/removed and no changes in days/times/dates/modes, between now and conclusion of Galley Proof Chairs can continue to update assigned faculty.
		Final review before give. Not intended for further schedule development; looking for data entry issues.
Mar 22-24	Final Office of Instruction Publication Quality Assurance (QA)	OI staff update schedule based on Galley Proof notes, do additional classroom assignments and conduct final review of schedule before give.
Mar 27	Schedule Live	
Mar 28- Apr	Registration QA	OI staff perform additional registration related QA
Apr 10	First Day of Registration	No changes in days/times/dates/modes of classes after this time. Any such changes require cancel and add.
May 5	Summer noninstructional assignments due	Submitted via Noninstructional Assignment Form
Jun 5	First Day of Instruction	