

Production Schedule – Course Offerings – 2006

SEMESTER	DEADLINES	Campus schedulers assign general classrooms	Final Schedule Preview to Colleges	ONLINE	Advance Registration
Spring 2006					
<i>Letter Out w/Spreadsheets</i>	...June 8, 2005	Sept 12 - 16	September 28, 2005	October 12, 2005 (Schedule is due Online no later than Oct. 19 th)	Begins November 9, 2005
<i>Spreadsheet w/Changes In</i>	...July 1, 2005				
<i>Proof Out</i>	...July 26, 2005				
<i>Proofs In w/ changes</i>	...August 17, 2005 ***				
Summer 2006					
<i>Letter Out w/Spreadsheets</i>	...October 12, 2005	Jan 23 – 27	February 23, 2006	March 7, 2006 (Schedule is due Online no later than March 15th)	Begins April 6, 2006
<i>Spreadsheet w/Changes In</i>	...November 1, 2005				
<i>Proof Out</i>	...December 14, 2005				
<i>Proofs In w/ changes</i>	...January 11, 2005 ***				
Fall 2006					
<i>Letter Out w/Spreadsheets</i>	...November 1, 2005	Feb 15 - 21	February 23, 2006	March 7, 2006 (Schedule is due Online no later than March 15th)	Begins April 6, 2006
<i>Spreadsheet w/Changes In</i>	...December 14, 2005				
<i>Proof Out</i>	...January 11, 2006				
<i>Proofs In w/ changes</i>	...January 31, 2006 ***				
Spring 2007 (tentative dates)					
<i>Letter Out w/Spreadsheets</i>	...June 8, 2006	Sept 17 - 21	September 27, 2006	October 11, 2006 (Schedule is due Online no later than Oct. 18 th)	Begins November 8, 2006
<i>Spreadsheet w/Changes In</i>	...July 1, 2006				
<i>Proof Out</i>	...July 26, 2006				
<i>Proofs In w/ changes</i>	...August 17, 2006 ***				

Letter Out w/ spreadsheet—Request for changes, additions for relevant semester based on previous term. This goes out in Excel spreadsheet format to the college representative.
Changes/Additions In—Colleges return Excel spreadsheet ELECTRONICALLY to Melanie Perla, Scheduler (mperla@fau.edu) with corrected information for new term. This step of the process should be the most comprehensive and complete review of the future term's course offerings.

Proof Out—Scheduler sends Word document incorporating colleges' revisions electronically back to colleges for review. Additional changes are indicated on a hard copy or in red electronically on Word document and returned to the Scheduler by the "**Proofs In**" date. At this point, there should be NO major additions or changes—this review is meant to be an opportunity to correct errors.

Proofs In w/changes—Colleges return proofs with complete info (including instructor names, if known) so that room assignments can begin.***

FINAL Review out—Goes out to colleges with room assignments. Schedule is uploaded to the Web by **ONLINE** date.

*** Additions, Deletions, Changes to Campus, Day, or Time of classes beyond this point will require paperwork due to their affect on room assignments.