Production Schedule – Course Offerings – 2007

SEMESTER	DEADLINES	Campus schedulers assign general classrooms	Final Schedule Preview to Colleges	ONLINE	Advance Registration
Spring 2007 *Letter Out w/Spreadsheets* *Spreadsheet w/Changes In* *Proof Out* *Proofs In w/ changes*	…June 1, 2006 …June 21, 2006 …July 18, 2006 …August 1, 2006 ***	Aug 14-Aug 25	August 30, 2006	October 11, 2006 (Schedule is due Online no later than Oct. 18th)	Begins November 8, 2006
Summer 2007 *Letter Out w/Spreadsheets* *Spreadsheet w/Changes In* *Proof Out* *Proofs In w/ changes*	…November 13, 2006 …November 30, 2006 …December 13, 2006 …January 11, 2007 ***	Jan 22-30	March 1, 2007	March 7, 2007 (Schedule is due Online no later than March 14th)	Begins April 6, 2007
Fall 2007 *Letter Out w/Spreadsheets* *Spreadsheet w/Changes In* *Proof Out* *Proofs In w/ changes*	…November 13, 2006 …December 13, 2006 …January 11, 2007 …January 31, 2007 ***	Feb 19-28	March 1, 2007	March 7, 2007 (Schedule is due Online no later than March 14th)	Begins April 6, 2007
Spring 2008 *Letter Out w/Spreadsheets* *Spreadsheet w/Changes In* *Proof Out* *Proofs In w/ changes*	**(tentative dates)** …June 1, 2007 …July 1, 2007 …July 26, 2007 …August 17, 2007***	Sept 10 - 21	September 26, 2007	October 10, 2007 (Schedule is due Online no later than Oct. 17th)	Begins November 7, 2007

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.