FALL 2026 Scheduling

Who	What	When
Faculty	2026-2027 Curriculum Submissions	Jan - Oct 2025
Curriculum Specialist	Updates curriculum in Colleague	Nov - Dec 2025
Deans	Prepare FA26 schedules	Nov - Jan 2025
Curriculum Specialist/IT	Submits IT ticket to roll schedule: FA25 to FA26 Rolls Schedule	Dec 19, 2026 Jan 5, 2026
Senior Secretaries	Schedule FA26 sections	Jan - Feb, 2026
Deans/Secretaries	Distribute DRAFT FA26 SCHEDULE to faculty for review	Feb 17, 2026
Deans/ Senior Secretaries	**FA26 SECTION COMPLETION** ***All must be complete. Changes after this date require VPI approval.*** • FA26 sections entered • Faculty assigned on 1st line of FASC (STAFF assignments minimal) • FT Reg Faculty loads at 100% • Errors corrected in Section Calculation Report • Room conflicts resolved • Enter a 2nd & 3rd census for short-term classes • Finalize Course Types on SECT: ZTC/LTC/HYBRD/ONLNE/CCAP/CISP	**February 20, 2026 5 PM**
Instruction Office/ Senior Secretaries	Review and update Section Calculation and HC Load Reports	Feb 23, 2026
Senior Secretaries	Finalize ZTC & LTC Course Types on SECT	Feb 23, 2026
Facilities Specialist	Uploads schedules to EMS and notifies Divisions of room conflicts	Feb 24, 2026
Instruction Office	-Follow up with Barnes & Noble regarding textbooks -Submits IT ticket to Go Live (Feb 26)	Feb 27, 2026
Instruction Office	**FA26 SCHEDULES GO LIVE** on connectColumbia by Instruction Office	**Mar 2, 2026**
FA26	*PRIORITY REGISTRATION*	*March 30, 2026*
Instruction Office	Submits IT ticket to update Class Search default from SU26 to FA26	July 27, 2026
Senior Secretaries	Prepare packet* for each faculty and submit to Instruction Office *(*Load Allocation forms, Annual Load Allocation forms, HC Load Report)*	Aug 20, 2026 (In-Service)
Senior Secretaries	***IF*** schedule changes affecting load occur after this date, submit REVISED packet materials to Instruction Office.	Aug 21, 2026
FA26 Starts	**FALL 2026**	**August 24, 2026**

All dates subject to change. Updated 1/28/26