FALL 2024 Scheduling

Who	What	When
Faculty	2024-2025 Curriculum Submissions	Nov 2022 - Oct 2023
Curriculum Specialist	Updates curriculum in Colleague	Nov 1- Dec 1, 2023
Deans	Prepare FA 24 schedules	Nov - Dec 4, 2023
Curriculum Specialist	Rolls schedule: FA23 to FA24	Dec 4, 2023
Senior Secretaries	Schedule FA24 sections	Dec 5, 2023 - Jan 22, 2024
Deans/Secretaries	Distribute DRAFT FA24 SCHEDULE to faculty for edits	Jan 23 - Jan 26, 2024
Deans/ Senior Secretaries	**FA24 SECTION COMPLETION** *All items below must be complete. Changes after this date require VPI approval.* • FA24 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	**January 26, 2024 5 PM**
Instruction Office/ Senior Secretaries	Review and update Section Calculation and HC Load Reports	Jan 29 - Feb 9, 2024
Senior Secretaries	Finalize ZTC & LTC Course Types on SECT	Jan 29 - Feb 9, 2024
Facilities Specialist	Uploads schedules to EMS and notifies Divisions of room conflicts	Feb 12-15, 2024
Instruction Office	-Follow up with Barnes & Noble regarding textbooks -Submits IT ticket to Go Live (Feb 28)	Feb 20 - Mar 1, 2024
Instruction Office	**FA24 SCHEDULES GO LIVE** on connectColumbia by Instruction Office	**Mar 4, 2024**
Instruction Office	Submits IT ticket to update Class Search default from SU24 to FA24	Mar 27, 2024
FA24	*PRIORITY REGISTRATION*	*APRIL 1, 2024*
Senior Secretaries	Prepare packet* for each faculty and submit to Instruction Office *(*Load Allocation forms, Annual Load Allocation forms, HC Load Report)*	Aug 22, 2024 (In-Service)
Senior Secretaries	*IF* schedule changes affecting load occur after this date, submit REVISED packet materials to Instruction Office.	Aug 23, 2024
FA24 Starts	**FALL 2024**	**August 26**

All dates subject to change. Updated 11/1/23