

Classroom Scheduling Timeline – Fall Courses

Organizer: Greg Bocchino & Natiaya Neal

<i>Tasks</i>	<i>Due date</i>	<i>Resp. Staff</i>
Course information entered into Connect Carolina for the fall semester.	October 1 st – January 5 th	Student Service Managers / Academic Coordinators
Room preferences and characteristics entered for each course in Ad Astra	October 1 st – January 5 th	Student Service Managers/ Academic Coordinators
Student Service Managers/ Academic Coordinators will receive reminders about this deadline at all summer and fall Student Service Council meetings	September – January	Greg / Natiaya
Send reminder emails about the deadline to enter course information & review with registrar’s office.	Before Winter Break	Greg/ Natiaya /Registrar
Lock course no edits/changes to courses – last day to enter course information	January 5 th	Registrar’s Office – Renee Sherman
Pull data from Connect Carolina to review for errors and contact Student Service Managers/Academic Coordinators for corrections.	January 8 th – 12 th	Greg & Natiaya – use 219C – Natiaya will send invitations to meeting times
Optimizer run by Registrar’s Office	February 5 th	Registrar’s Office - Renee Sherman
Optimizer report is published into Connect Carolina from ASTRA	TBA	Registrar’s Office – Renee Sherman
Optimizer Report is reviewed/edited/by Student Affairs	TBA	Greg/ Natiaya/IIS
Course information/class details are entered in outlook room calendars – the Gillings rooms	TBA	Greg / Natiaya
Classroom Change Request will open for 1 week only	March 5 th – 16 th	IIS / Kathy / Greg
Final Exams are scheduled/confirmed in outlook room calendars	TBA	Greg / Natiaya
Reserve space for Gillings School Events – Student Affairs, Dean’s Office & Gillings Advancement Events – Open Houses, Chat with the Deans, World of Difference Dinner, etc.	April 1 st	Natiaya to work with Angelica , Amanda, Greg, Johnston, & Amy
Reserve space for department events	April 15 th	Natiaya to work with chair assistants to confirm reservations
Rooms opened to all faculty, staff, students for general reservations	April 15 th	Natiaya

Notes:

Classroom Scheduling Timeline – Spring Courses

Organizer: Greg Bocchino & Natiaya Neal

<i>Tasks</i>	<i>Due date</i>	<i>Resp. Staff</i>
Student Service Managers / Academic Coordinators will receive reminders about this deadline at all summer Student Service Council meetings	May, June & July, Sept	Greg/ Natiaya
Send reminder emails about the deadline to enter course information	May, June & July	Greg/ Natiaya
Course information entered into Connect Carolina for the spring semester.	April 1 st – June 30 th	Student Service Managers / Academic Coordinators
Room preferences and characteristics entered for each course in Ad Astra	June 1 st – June 30 th	Student Service Managers/ Academic Coordinators
Pull data from Connect Carolina to review for errors and contact Student Service Managers / Academic Coordinators for corrections.	June 27 th	Greg / Natiaya
Natiaya & Greg meet with SSMs from each Dept to review their course information	June 27 th & 29 th	Greg & Natiaya – use 219C
Deadline to make edits/changes to courses – no more changes allowed.	June 30 th	Registrar’s Office – Renee Sherman
Optimizer run by Registrar’s Office	July 20 th	Registrar’s Office - Renee Sherman
Classroom Change Request will open for 1 week only	September 18 th – 29 th	IIS / Kathy/ Greg
Optimizer report is published into Connect Carolina from ASTRA	TBD	Registrar’s Office – Renee Sherman
Optimizer Report is reviewed/edited/by Student Affairs	TBD	Greg/ Natiaya/IIS
Course information/class details are entered in outlook room calendars – the Gillings rooms	TBD	Greg / Natiaya
Final Exams are scheduled/confirmed in outlook room calendars	TBD	Greg / Natiaya
Reserve space for Gillings School Events – Student Affairs, Dean’s Office & Gillings Advancement Events – Open Houses, Chat with the Deans, World of Difference Dinner, etc.	November 15 th	Natiaya to work with Angelica , Amanda, Greg, Johnston, & Amy
Reserve space for department events	November 13 th – 15 th	Natiaya to work with chair assistants to confirm reservations
Rooms opened to all faculty, staff, students for general reservations	November 15 th	Natiaya

Notes: