SAU TECH
PREPARATION OF CLASS SCHEDULE

VCA
Facilitate review of class schedule with advisors, deans, Center for Online Learning, and other departments
(Duration: Two Weeks)

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Registrar
Using the Poise Rollover Batch process, build schedule from previous semester and convert to Excel file
(Deadline: Once previous semester reports are complete.)

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VCA
Incorporate changes resulting from review with advisors, deans, Center for Online Learning and other departments.
(Duration: One Week)

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First Draft
(Excel Format)

Registrar
- Incorporate revisions
- Run batch report of schedule to check for room conflicts
- Work with VCA to revise for room conflicts and other changes

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Final draft (Excel format)
(Duration: One weeks)

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Registrar makes schedule live in CampusConnect

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Final schedule
(PDF format)

- Classes added to facilities scheduling system

Comm Office
Publish to college web site
(PDF format)
(Duration: One week)