Course Scheduling Committee Meeting Schedule 2018-19

Calendar Item	Date	Anticipated agenda items
CSC Meeting	Friday September 21, 2018	Report/recommendations, charge, bylaws, workflow, documentation, initial tasks
CSC Meeting	Monday October 1, 2018	Begin review of pre-assignment agreements (special agreements) Begin review of Priority 1 course list for Fall 2019 (scaffolding)
CSC Meeting	Monday November 5, 2018	Begin work on guidelines/expectations document Publish call for Priority 2 requests (exceptions)
CSC meeting	Monday December 3, 2018	Finalize list of current scheduling pre-assignment agreements (special agreements)
List of Scheduling Pre-Assignment Agreements due to Registrar	Friday January 4, 2019	
CSC Meeting	Monday January 7, 2019	Finalize list of Priority 1 courses for Fall 2019 (scaffolding) Begin review of Priority 2 requests for Fall 2019 (exceptions) Finalize guidelines/expectations document
Fall 2019 List of Priority 1 Courses due to Registrar	Friday February 1, 2019	
Fall 2019 Term Roll	Monday February 4, 2019	
Fall 2019 "Call" Distributed to Academic Departments by 5:00 PM	Tuesday February 12, 2019	
CSC Meeting	Monday February 4, 2019	
CSC Meeting	Monday March 4, 2019	Approve/deny Priority 2 requests for Fall 2019 (exceptions) Recommend meeting week of March 4, 2019 to allow for collection and processing of requests
Fall 2019 List of Priority 2 Approvals due to Registrar	Friday March 8, 2019	
Fall 2019 "Call" Deadline for Academic Departments @ 5:00 PM	Friday March 15, 2019	
CSC Meeting	Monday April 1, 2019	
Fall 2019 Proof Distributed to Academic Departments after 1:00 PM	Monday April 29, 2019	
Fall 2019 Proof Deadline for Academic Departments @ 5:00 PM	Thursday May 2, 2019	
Fall 2019 Schedule of Classes Published	Thursday May 9, 2019	
Fall 2019 Student Registration Begins	Monday May 20, 2019	
CSC Meeting	Monday May 6, 2019	
Winter 2020 List of Priority 1 Courses due to Registrar	Friday May 24, 2019	
Winter 2020 Term Roll	Wednesday May 29, 2019	
Winter 2020 "Call" Distributed to Academic Departments by 5:00 PM	Friday June 7, 2019	
CSC Meeting	Monday June 3, 2019	
CSC Meeting	Monday July 1, 2019	
Winter 2020 List of Priority 2 Approvals due to Registrar	Friday August 2, 2019	
Winter 2020 "Call" Deadline for Academic Departments @ 5:00 PM	Friday August 9, 2019	
CSC Meeting	Monday August 5, 2019	
Winter 2020 2nd "Call" Distributed to Academic Departments by 5:00 PM	Tuesday September 3, 2019	
CSC Meeting	Monday September 2, 2019	
Winter 2020 2nd "Call" Deadline for Academic Departments @ 5:00 PM	Friday September 20, 2019	
Winter 2020 Proof Distributed to Academic Departments after 1:00 PM	Monday October 14, 2019	
Winter 2020 Proof Deadline for Academic Departments @ 5:00 PM	Thursday October 17, 2019	
Winter 2020 Schedule of Classes Published	Thursday October 24, 2019	
CSC Meeting	Monday October 7, 2019	
Spring 2020 List of Priority 1 Courses due to Registrar	Friday October 25, 2019	
Spring 2020 Term Roll	Wednesday October 30, 2019	
Spring 2020 Student Registration Begins	Monday November 4, 2019	
Spring 2020 "Call" Distributed to Academic Departments by 5:00 PM	Thursday November 7, 2019	
CSC Meeting	Monday November 4, 2019	
Spring 2020 List of Priority 2 Approvals due to Registrar	Wednesday November 27, 2019	