

Fall 2024 College/School/Division Production Schedule For the Schedule of Classes

PHASE I	SCHEDULE
Dept Receive 1st Distribution (MCA) Master Course Audit electronically from Classroom Scheduling. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	(Receive on Monday) 09/18/2023
Departments make changes to the 1st Distribution. Follow the instructions attached to your email. In addition to changes, <u>be sure to use your priority rooms</u> , update cross listings, as well as proof all text. (2 weeks)	09/18/2023- 10/02/2023
Dept Return 1st Distribution via email to Classroomscheduling@pfw.edu Copy Margaret Martens on your return email. No changes will be accepted after this date for the 1st Distribution. Additional changes can be made on the 2nd Distribution.	(Return on Monday) 10/02/2023
PHASE II	
Dept receive 2nd Distribution (MCA) Master Course Audit electronically from Classroom Scheduling. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	(Receive on Friday) 10/27/2023
Colleges/Schools/Divisions make changes to the 2nd Distribution . Follow the instructions attached to your email. In addition to changes, be sure to review priority rooms, update cross listings, as well as proof all text.	10/27/2023 - 11/13/2023
Return 2nd Distribution via email to Classroomscheduling@pfw.edu. Copy Margaret Martens on your return email. No changes will be accepted after this date for the 2nd Distribution. Additional changes can be made on the Final Distribution.	(Return on Monday) 11/13/2023
PHASE III	
Dept receive 3rd Distribution (MCA) Master Course Audit electronically from Classroom Scheduling. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	(Receive on Tuesday) 1/16/2024
Colleges/Schools/Divisions make changes to the 3rd Distribution . Follow the instructions attached to your email. In addition to changes, be sure to review priority rooms, update cross listings, as well as proof all text.	01/16/2024 - 01/26/2024
Return 3rd and Final Distribution via email to Classroomscheduling@pfw.edu. Copy Margaret Martens on your return email.	(Return on Friday) 01/26/2024
Changes requested after the final distribution will be accepted via email through <u>02/02/2024</u> . After 02/02/2024 <i>no changes will be accepted - no exceptions</i>	02/02/2024
Schedule Desk sends out emails to departments to now send in Form 200s	2/19/2024
Schedule goes live on 2/26/2024	2/26/2024
The attachments sent by the Registrar's Office are located on the following website:	
https://pfw.edu/offices/registrar/faculty/schedule_production.html	