

Spring-Summer 2025 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) 02/19/2024
Departments make changes to the 1st Distribution. Follow the instructions attached to your email. In addition to changes, be sure to use your priority rooms , update cross listings, as well as proof all text. (2 weeks)	02/19/2024 - 03/15/2024
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 Friday) 03/15/2024
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 Wednesday) 05/01/2024
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.	05/01/2024 - 05/22/2024
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 Wednesday) 05/22/2024
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 Wednesday) 06/19/2024
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.	06/19/2024 - 07/17/2024
Return 3rd and Final Distribution via email to Classroomscheduling@pfw.edu Copy Margaret Martens on your return email.	(Return on Wednesday) 07/17/2024
Academic Departments can begin sending Form 200's	08/12/2024
Schedule goes live on 09-20-2024	09/20/2024
The attachments sent by the Registrar's Office are located on the following website:	
https://pfw.edu/offices/registrar/faculty/schedule_production.html	