

Fall 2025 College/School/Division Production Schedule For the Schedule of Classes

PHASE I	SCHEDULE
<p>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.</p>	<p>(Receive on Tuesday) 9/17/2024</p>
<p>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)</p>	<p>9/17/2024 to 9/30/2024</p>
<p>Dept Return 1st Distribution via email to Classroomscheduling@pfw.edu Copy Margaret Martens (mcmarten@pfw.edu) 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.</p>	<p>(Return on Monday) 9/30/2024</p>
PHASE II	
<p>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.</p>	<p>(Receive on Friday) 10/25/2024</p>
<p>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.</p>	<p>10/25/2024 to 11/11/2024</p>
<p>Return 2nd Distribution via email to Classroomscheduling@pfw.edu. Copy Margaret Martens (mcmarten@pfw.edu) 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.</p>	<p>(Return on Monday) 11/11/2024</p>
PHASE III	
<p>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.</p>	<p>(Receive on Friday) 1/3/2025</p>
<p>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.</p>	<p>1/3/2025 to 1/22/2025</p>
<p>Return 3rd and Final Distribution via email to Classroomscheduling@pfw.edu. Copy Margaret Martens (mcmarten@pfw.edu) on your return email.</p>	<p>(Return on Friday) 1/22/2025</p>
<p>Changes requested after the final distribution will be accepted via email through 1/29/2025. After 1/29/2025 <i>no changes will be accepted - no exceptions</i></p>	<p>1/29/2025</p>
<p>Schedule Desk sends out emails to departments to now send in Form 200s</p>	<p>2/10/2025</p>
<p>Schedule goes live on 2/24/2025</p>	<p>2/24/2025</p>
<p>The attachments sent by the Registrar's Office are located on the following website:</p>	
<p>https://www.pfw.edu/registrar/employee-resources/schedule-production-resources</p>	