

## Spring-Summer 2026 College/School/Division Production Schedule For the Schedule of Classes

PHASE I	SCHEDULE
<b>Dept Receive 1st Distribution (MCA)</b> Master Course Audit electronically from Classroom Scheduling. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	<b>(Receive on Monday)</b> 2/24/2025
Departments make changes to the 1st Distribution. Follow the instructions attached to your email. In addition to changes, <b>be sure to use your priority rooms</b> , update cross listings, as well as proof all text. (2 weeks)	2/24/2025 - 3/21/2025
<b>Dept Return 1<sup>st</sup> Distribution</b> via email to Classroomscheduling@pfw.edu Copy Margaret Martens on your return email. <b>No changes will be accepted after this date for the 1st Distribution. Additional changes can be made on the 2nd Distribution.</b>	<b>(Return on Friday)</b> 3/21/2025
PHASE II	
<b>Dept receive 2nd Distribution (MCA)</b> Master Course Audit electronically from Classroom Scheduling. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	<b>(Receive on Wednesday)</b> 5/7/2025
Colleges/Schools/Divisions make changes to the <b>2nd Distribution</b> . 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.	5/7/2025 - 5/28/2025
<b>Return 2nd Distribution</b> 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.	<b>(Return on Wednesday)</b> 5/28/2025
PHASE III	
<b>Dept receive 3rd Distribution (MCA)</b> Master Course Audit electronically from Classroom Scheduling. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	<b>(Receive on Wednesday)</b> 6/25/2025
Colleges/Schools/Divisions make changes to the 3rd <b>Distribution</b> . 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.	6/25/2025 - 7/23/2025
<b>Return 3rd and Final Distribution</b> via email to Classroomscheduling@pfw.edu Copy Margaret Martens on your return email.	<b>(Return on Wednesday)</b> 7/23/2025
Academic Departments can begin sending Form 200's	8/11/2025
<b>Schedule goes live</b>	9/22/2025
The attachments sent by the Registrar's Office are located on the following website:	
<a href="https://www.pfw.edu/registrar/employee-resources/schedule-production-resources">https://www.pfw.edu/registrar/employee-resources/schedule-production-resources</a>	