

Class Schedule Master Calendar

Spring, Fall, and Summer 2023

Revised 03/12/2022

April 11 (Mon)	Spring	Memo emailed to Deans to update classroom information on SMUP
May 13 (Fri)	Spring	Memo emailed to departments to update PRCO and MSFS
May 27 (Fri)	Spring	MSFS shut off
June 3 (Fri)	Spring	MSFB available; email sent to departments
July 8 (Fri)	Spring	MSFB shut off; Submit MSFB reports to Registrar's Office
Aug 8 (Mon)	Spring	Digital schedule proofs sent to departments & deans MSFA, MSFC, MSFM screens available
	Fall	Memo emailed to Deans to update classroom information on SMUP
September 2 (Fri)	Fall	Memo emailed to departments to update PRCO and MSFS
September 8 (Thurs)	Spring	Class schedule available on Course Search
September 16 (Fri)	Fall	MSFS shut off
September 23 (Fri)	Fall	MSFB available; email sent to departments
October 7 (Fri)	Summer	Memo email to departments to update PRCO & MSFS
October 21 (Fri)	Summer	MSFS shut off
	Fall	MSFB shut off; Submit MSFB reports to Registrar's Office
October 28 (Fri)	Summer	MSFB available; email sent to departments
November 23 (Wed)	Summer	MSFB shut off; Submit MSFB reports to Registrar's Office
January 6 (Fri)	SU & FL	Digital schedule proofs sent to departments & deans MSFA, MSFC, MSFM screens available
February 23 (Thurs)	SU & FL	Class schedule available on Course Search

Additional Information

PRCO: Projected Course Offerings (identify course to be offered for a given term)

MSFS: Master Schedule File Start (choose to start from a copy of last year's schedule or a blank schedule)

MSFB: Master Schedule File Build (use to build each course section of the class schedule)

Spring Advance Registration – November 1 - 11

Summer/Fall Advance Registration – April 3 - 14

Cc: Sarah Lawson, Danielle Huston, Sadie Van Dyke, Kristi Mindrup, Alison Shook, Jeffrey Hancks, Kim McDaniel