April 1 (Mon)      SPRING  Memo emailed to colleges to update classroom information on SMUP on WIUP

May 5 (Fri)        SPRING  Memo emailed to departments to update PRCO on MVS or WIUP

May 17 (Fri)       SPRING  MSFS available through WIUP (Screen open only 1 week)

May 24 (Fri)       SPRING  Access to MSFS shut off

May 31 (Fri)       SPRING  MSFB available through WIUP (Screen open 1 week earlier to allow more time for Dept. Chairs access due to their shortened contracts.)

July 5 (Fri)       SPRING  Submit MSFB printout to your Dean’s office, Registrar send QC list to Asst VP, Academic Affairs - QC for time of day review
                      SPRING  Access to MSFB shut off

July 12 (Fri)      SPRING  Return MSFB printout to Registrar’s Office by 4:30pm

August 1 (Thur)    FALL   Memo emailed to colleges to update classroom information on SMUP on WIUP

August 2 (Fri)     SPRING  Proofs of schedule sent to departments

August 16 (Fri)    SPRING  Submit both proofs to your Dean’s office

August 23 (Fri)    SPRING  Return proof of Macomb schedule to Registrar’s Office (Sherman 110)
                      SPRING  Return proof of WIU-QC schedule to WIU-QC (Asst VP, Academic Affairs - QC) for class location review

August 30 (Fri)    FALL   Memo emailed to departments to update PRCO on MVS or WIUP

September 13 (Fri) FALL   MSFS available through WIUP

September 16 (Mon) SPRING  Class schedule available online through Course Search on STARS

September 20 (Fri) FALL   Access to MSFS shut off

September 27 (Fri) FALL   MSFB available through WIUP

October 4 (Fri)    SUMMER Memo emailed to departments to update PRCO on MVS or WIUP

October 18 (Fri)   SUMMER MSFS available through WIUP

October 25 (Fri)   SUMMER Access to MSFS shut off
                      FALL  Submit MSFB printout to your Dean’s office, Registrar send QC list to Asst VP, Academic Affairs - QC for time of day review
                      FALL  Access to MSFB shut off

November 1 (Fri)   SUMMER MSFB available through WIUP
                      FALL  Return MSFB printout to Registrar’s Office by 4:30pm
**November 27 (Wed)**
SUMMER Submit MSFB printout to your Dean’s office, Registrar send QC list to Asst VP, Academic Affairs -QC for time of day review
SUMMER Access to MSFB shut off
FALL Proofs of schedule sent to departments

**December 6 (Fri)**
SUMMER Return MSFB printout to Registrar’s Office by 4:30pm
FALL Submit both proofs to your Dean’s office

**January 2 (Thurs)**
SUMMER Proofs of schedule sent to departments

**January 3 (Fri)**
FALL Return proof of Macomb schedule to Registrar’s Office (Sherman 110)
FALL Return proof of WIU-QC and CODEC schedule to WIU-QC (Asst VP, Academic Affairs -QC) for class location review

**January 10 (Fri)**
SUMMER Submit both proofs to your Dean’s office

**January 17 (Fri)**
SUMMER Return proof of Macomb schedule to Registrar’s Office (Sherman 110)
SUMMER Return proof of WIU-QC and CODEC schedule to WIU-QC (Asst VP, Academic Affairs -QC) for class location review

**February 10 (Mon)**
FALL Class schedule available online through Course Search on STARS
SUMMER Class schedule available online through Course Search on STARS

To access Course Search on STARS:
1. Go to [http://www.wiu.edu/STARS](http://www.wiu.edu/STARS)
2. Select “Quick Look”
3. Select “Course Search”

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**Additional Information**

PRCO = Projected Course Offerings screen (identify courses to be offered for a given term)
MSFS = Master Schedule File Start screen (choose to start from a copy of last year’s schedule or blank schedule)
MSFB = Master Schedule File Build screen (use to build each course section for the class schedule)

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**NOTE:** Spring Advance Registration will be November 4 - 22, 2019
Summer/Fall Advance Registration will be April 1 - 17, 2020

Cc: Angela Lynn
Bethany Barr
Annette Hamm
Donna Williams
Kristi Mindrup
Alison Shook
Jeffrey Hancks
Kim McDaniel