

REVISED KEY DEADLINE DATES – Fall 2021

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| Monday, January 4 th | Registrar's Office to send Key Dates and Deadlines to Departments |
| Monday, January 11 th | Registrar's Office distributes Fall 2021 schedule Excel workbooks to Academic Departments |
| Monday, January 11 th – Friday, February 12 th *Rolling timeline, departments can send anytime but no later than February 12th. | This period is for departmental schedulers to complete all changes to the Fall 2021 schedule using the Excel workbook provided by the Registrar's office. As a reminder, departments will not be using the CPI to make course changes |
| Monday, February 15 th – Friday, March 12 th *Registrar's Office will work on changes as they are received. | This period is reserved for the Scheduling Office to make adjustments to the initial schedule which include time zones, credit vs. contact hours, requested room capacity. *This period will also be used for in virtual meetings with key scheduling contacts to review any issues. |
| Monday, March 15 th – Friday, March 19 th (Classroom density reset to pre-COVID levels.) | CPI open for departments to enter classroom preferences. Scheduling data clean-up, data integrity checks, finalize any outstanding questions/issues with academic departments. *This period should be used for a Dean's review. |
| Monday, March 22 nd – Friday, April 2 nd | This period is reserved for the Scheduling Office to facilitate rooming and review courses without room assignments. |
| Monday, April 5 th – Friday, April 9 th | Contact departments that have classes that are not able to be roomed at the initially requested day/time. Work with departments to find alternatives. |
| Monday, April 12 th – Friday, April 16 th | This period is reserved for final changes. Departments should print a copy of their Section Verification List. All changes, cancellations and additions must be submitted on the appropriate scheduling e-forms. |
| Monday, April 19 th *Anticipated | Fall 2021 Schedule of Classes available on the web. Fall 2021 Final Exam Schedule available on the web. |
| Monday, April 19 th *Anticipated | Requests for new requirement groups must be made by this date to give us the time necessary to build the group and test that it is working properly. |
| Thursday, April 22 nd *Anticipated | Advance Registration for Fall 2021 semester begins. Graduate students and priority registration on 4/22/21; Seniors on 4/23/21. An announcement will be made when registration appointments are established |

The above dates are subject to change at any time by official action of the Registrar's Office.