

# SEMESTER SCHEDULE CREATION TIMELINE

*Division: Student Affairs*

## *Policy Statement*

At Terra State Community College, the semester course schedule shall be prepared by the Academic Divisions in advance of the start of registration for each semester.

## *Policy Details*

The schedule for each semester shall be made available, both within the College and to the public, for the purposes of marketing, academic advising, and enrollment according to this schedule:

- Summer Term (Semester): Around the 1<sup>st</sup> week of February.
- Fall Semester: Around the 1<sup>st</sup> week of February.
- Spring Semester: Around the 2<sup>nd</sup> week of September.

If the date listed above falls on a Saturday or a Sunday in a given year, the schedule for that semester shall be made available by the Monday after that date.

1. The **Student Records Office** shall complete the semester rollover process in the College's Student Information System (SIS), perform analysis of the rolled-over schedule, and submit the draft schedule to the Academic Divisions one (1) month prior to the date for each semester listed above.
2. The **Academic Deans** shall verify courses, consulting with the full-time faculty in their divisions, and provide additions, deletions, and changes to the Division Administrative Assistants no later than two (2) weeks prior to the date for each semester listed above.
3. The **Division Administrative Assistants** shall complete additions, deletions, and changes to the source schedule in the SIS no later than one (1) week prior to the date for each semester listed above.
4. The **Student Records Office** will make the finalized semester course schedule available in the College's Student Portal for student browsing no later than the date for each semester listed above. The schedule will also be made available in other appropriate formats for publication and distribution, internally to the College and publicly.

## *Procedures*

*Dates are approximations – (Official dates by consensus of Academic Deans & Registrar)*

Action	Description	Begin	Complete	Owner
Roll	Complete the semester rollover process in the College's Student Information System (SIS), perform analysis of the rolled-over schedule, and submit the draft schedule to the Academic Divisions.	1 <sup>st</sup> day of Spring Term	1 <sup>st</sup> day of Spring Term	Student Records
Verify	Verify courses, consulting with the full-time faculty in their divisions, and provide additions, deletions, and changes to the Division Administrative Assistants.	1 <sup>st</sup> day of Spring Term	2 weeks	Academic Deans
Modify	Complete additions, deletions, and changes to the source schedule in the SIS.	1 <sup>st</sup> Day of Spring Term	1 <sup>st</sup> day + 2 weeks	Division Admin Assistants
Publish (Post)	Make the finalized semester course schedule available in the College's Student Portal for student browsing. Make the	1 <sup>st</sup> day + 3 weeks	1 <sup>st</sup> day + 3 weeks	Student Records &

	schedule available in other appropriate formats for publication and distribution, internally to the College and publicly.			Marketing as appropriate
Priority Registration	Schedule is opened for priority registration only. Veterans are the only students eligible for priority registration.	1 <sup>st</sup> day + 4 weeks	Midnight day prior to classes beginning	Student Records
Open Registration	Schedule is opened for all students.	1 <sup>st</sup> day + 5 weeks	Midnight day prior to classes beginning	Student Records

*\* Date is subject to change at discretion of Academic Calendar Team*

**Resources**

Documentation

Definitions

**Term Definition**


**Approval History**

<i>Date</i>	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
6-17-2014	Entire Document	Creation	IR Director
4-11-2023	Entire Document	Update – transferred to new template	Eric Steinberger, Registrar

\*\*Full name of CASA Committee Chair, signatory, or designee

**Effective Date: 6/17/2014**

**Next Review Date: 4/01/2026**