

NECC Annual Course Schedule Task and Timeline

The following task and timeline describes the actions, duties of faculty and staff, and deadlines necessary to create the annual Master Schedule of courses. The creation of the Master Schedule is a collaborative effort involving Department Chairs, Program Coordinators, Deans, Academic administrative assistants, Registrars, and the Office of the Vice President of Academic Affairs & Student Affairs. In order for this process to work effectively, it is important to observe all the deadlines below. Questions, concerns and ideas for improvement should be discussed as needed within departments, divisions, the Academic Affairs Leadership Team, the Registrars, or with the VPAA & SA.

ACTION ITEMS	SPRING 2019 TIMELINE	SUMMER 2019 TIMELINE	FALL 2019 TIMELINE	SPRING 2020 TIMELINE
Master schedule is rolled from previous semester. Ex., Spring 2018 to Spring 2019.	First week in February, 2018	First week in August, 2018	First week in October, 2018	First week in November, 2018
Deans and Dept.Chair/Coordinators develop course requisitions and submit to appropriate Servicing Area on Course Requisition Form (CRF).	March 5, 2018	N/A	December 3, 2018	February 1, 2019
Schedule proofing/review by Chairs, Coordinators, Deans, and administrative assistants. All changes, additions, faculty names (if known) are entered into Banner by the Academic administrative assistants.	May 1, 2018 – Sept. 28, 2018	September 17, 2018 – January 25, 2019	November 7, 2018 – February 1, 2019	November 7, 2018 – May 1, 2019
Master schedule available for public view in Self-service and on public website	September 29, 2018	November 1, 2018	February 1, 2019	May 1, 2019
Deans, Dept.Chairs/Coordinators review final schedule for specialty courses (i.e., Learning Communities, etc.).	September 17, 2018	January 14, 2019	February 8, 2019	November 30, 2019
Availability letters sent out to DCE faculty.	September 28, 2018	January 14, 2019	January 28, 2019	September 6, 2019

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Last day for full-time DAY faculty to indicate course schedule preference. Tentative faculty schedules are submitted to VPAA & SA.	September 28, 2018	N/A	February 28, 2019	September 28, 2019
Final changes to master schedule due Minimal changes to the master schedule after this point must be submitted to the Registrar. After this date all full and part time faculty names should be submitted to the Registrar – no access to Banner.	October 5, 2018	January 28, 2019	January 31, 2019	September 9, 2019
25Live Optimizer in progress – no access to Banner. Classrooms are assigned.	October 9, 2018 – October 16, 2018	January 29, – February 5, 2019	February 1 – February 15, 2019	September 16, 2019 – September 24, 2019
Academic divisions will complete a final review of master schedule for space/room assignments.	October 17, 2018 – October 20, 2018	February 6 – February 12, 2019	February 19 – 26, 2019	September 25, 2019 – September 30, 2019
Registrar updates final changes in Banner and 25Live.	October 23, 2017 – October 26, 2018	February 13 – February 19, 2019	March 7 – 15, 2019	October 1, 2019 – October 4, 2019

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Tentative faculty teaching schedules and courses distributed to full-time and part-time (Day Division) faculty (no later than this date).	October 31, 2018	N/A	March 29, 2019	October 7, 2019
Advanced Registration begins Schedule of courses available online.	November 5, 2018	April 1, 2019	April 1, 2019	October TBD

November 20, 2018