University of Colorado Boulder

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FALL 2015 SCHEDULE OF CLASSES TIMELINE
Term Dates: August 24 – December 11, 2015
TERM = 2157

Wed, Nov 5 ****** Update access for term 2157 begins *******
Electronic distribution of packet materials available on the web.

1st printout – PDF emailed

Fri, Dec 12 Large and Specific-Room Request Forms due 4:30 pm.

Large-Room Request Spreadsheet send as an attachment to:
Debbie.Otterstrom@colorado.edu
Specific Room Request Spreadsheet **requires** a dean's signature.
NOTE: any room assignments viewed on ISIS are subject to change until January 5th printout.

Tue, Jan 6 2nd printout PDF emailed, with Large and Specific-Room assignments.

Mon, Feb 2 ***** Update access ends for term 2157 at 4:30 pm *****

Feb 3–Feb 24 Schedule 25: **ROOMING PROCESS FOR ALL CLASSES**
NOTE: during this period, no changes can be made in ISIS.

Wed, Feb 25 3rd printout with all classroom assignments PDF emailed; check room assignments very carefully, all available classrooms have been assigned.

Feb 25–Mar 3 Changes in ISIS do not require a CTUF (because the shopping cart is not viewable)

March 4 Changes in ISIS require a CTUF (because the shopping cart is viewable)

TENTATIVE DATE:
March 4 Schedule for view in shopping cart for students.

*ATTENTION: There is a separate process for reserving OIT Labs before entering them in ISIS. Prior to scheduling a class in one of the OIT Labs, you'll need to go through the OIT Labs reservation process. For a list of OIT-maintained labs and further information about the reservation process, please see OIT Labs' website (http://webdata.colorado.edu/labs/reservation/), or you can contact the OIT Lab Advisors (etfsadv@colorado.edu).