

# **SUMMER 2015 PLANNING CALENDAR**

**TERM = 2154**

## **MON, SEPT 8 - 8:00 am, ELECTRONIC DISTRIBUTION OF TERM PLANNING MATERIALS**

Term planning materials available on our website:

SUMMER 2015 Timeline

SUMMER 2015 Planning Calendar Based on Timeline

Instructions for Entering Changes

(Various forms, as explained)

All changes may be entered into ISIS by individual academic departments at this point. Update access ends at midnight, Friday, October 17.

## **FRI, SEPT 26 - BOTH LARGE / SPECIFIC ROOM REQUESTS DUE, by 4:30 pm.**

See the Large-Room Request Instructions Memo on our website for fall/spring terms.

Specific-Room Requests should be limited to specific issues such as the instructor having with back-to-back classes, physical or medical impairment, or needing equipment particular to a room, such as wet labs or proximity to specimens. Requests SEM (seminar) or TAC (moveable chairs) should be entered in ISIS in the appropriate field. These needs should **NOT** be included on the Specific-Room Request Form.

## **FRI, OCT 17 - SUMMER UPDATE ACCESS ENDS AT MIDNIGHT**

It is important that all combined courses be set up now. All courses requesting a centrally scheduled classroom should have a meeting pattern entered. If your department is offering a course that does NOT require a centrally scheduled room, it should now be entered in ISIS. FYI - Term A at 9:15 am is the most tightly scheduled time block, with Term B at 9:15 am, following in popularity. Be advised: there are not enough classrooms to meet the demand at these times.

## **TUE, OCT 21 – Schedule 25 runs**

**FRI, NOV 7 – Printout with all classroom assignments PDF e-mailed; check room assignments very carefully, all available classrooms have been assigned. Be prepared to change meeting times to when classrooms are available.**