SUMMER 2014 PLANNING CALENDAR

TERM = 2144

MON, SEPT 9 - 8:00 am, ELECTRONIC DISTRIBUTION OF TERM PLANNING MATERIALS

Term planning materials available on our website:
SUMMER 2014 Timeline
SUMMER 2014 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 18.

FRI, SEPT 27 - 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 18 - **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 22 – Schedule 25 runs

WED, OCT 30 – Printout with all classroom assigments 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.

MONDAY, JAN 6, 2014 - PROJECTED DELIVERY OF 2014 SUMMER BULLETIN