POLICY:

The Master Class Schedule Booklet shall be developed using the following procedure:

WHO	DOES WHAT
Registrar's Office	Requests, prints and distributes an edit run of course listings for the previous year that corresponds with the new term to Chairs/Deans. Distributes copies of the policies/procedures/important dates sections of the scheduling booklets to the responsible offices. This first draft is to be delivered to the departments/offices a minimum of 16 weeks prior to the senior scheduling date.
Chairs/Deans	Reviews the course offerings, updates days and times classes will be offered. Crosses out classes that will not be offered and adds new classes. Checks credit hours. Returns corrected copy to the Registrar's Office within five (5) weeks after receipt of first draft.
Responsible Offices	Reviews and updates important dates, policies and procedures. Makes changes/updates. Returns corrected copy to the Registrar's Office within five (5) weeks after receipt of first draft.
Graphics Office	Makes corrections/additions to dates and policies section and supplies Registrar's Office with a corrected copy within three (3) business days.
Registrar's Office	Makes corrections/additions to listings, checks spelling and credit hours. Prints second draft of course offerings and distributes to Chairs/Deans within three (3) business days of first draft department return deadline. Included on this second draft are the pre-requisites listed in the computer for all courses. Distributes updated dates/policies section of scheduling booklet to responsible departments.
Chairs/Deans	Reviews and makes changes in second draft, including pre-requisites. Returns corrected copy to the Registrar's Office within seven (7) business days of receipt of draft.
Responsible Offices	Reviews and makes changes in second draft of important dates/policies. Returns corrected copy to the Registrar's Office within seven (7) business days of receipt of draft.
Graphics Office	Makes corrections/additions to dates and policies section and supplies Registrar's Office with a corrected copy within three (3) business days.
Registrar's Office	Makes corrections/additions to listings. Prints third and final draft of course offerings and distributes to Chairs/Deans within three (3) business days of second draft department return deadline. Distributes updated dates and policies section of scheduling booklet to responsible offices.
Chairs/Deans	Performs final review of classes, days, times, credits, and pre-requisites. Makes any necessary changes and returns corrected copy to the Registrar's Office within five (5) business days of receipt of draft.
Responsible Offices	Reviews and makes changes in third and final draft of important dates and policies section. Returns corrected copy to the Registrar's Office within five (5) business days of receipt of draft.
Registrar's Office	Makes corrections/additions to listings. Prints final class offerings and gives completed copy to Graphics within three (3) business days of receipt.
Graphics Office	Does final changes to dates/policies portion of scheduling booklet. Does paging and layout. Produces and mails camera-ready copy to publisher within four (4) business days of receipt. Three (3) weeks must be allowed for production and delivery date.
Graphics/Registrar's Office	Signs off on final proof from publisher.
Registrar's Office	Provides a list to the Physical Plant Department outlining where the scheduling booklets should be delivered throughout campus and provides the date the booklets should arrive on campus. This must be three (3) weeks prior to senior scheduling date.
Receiving	Receives the booklets and notifies the Registrar's Office.

Department	
Registrar's Office	Proofs one copy of the scheduling booklet.
Physical Plant Department	Delivers the booklets throughout campus using the list provided by the Registrar's Office.