Schedule and Faculty Assignment Production Timeline – Summer 2023

Date	Event	Notes
Mar 1	CourseLeaf Bridging	Initial synchronization of CourseLeaf and Banner data. *Chairs can continue to add/change/remove classes in the schedule.*
Mar 8	Schedule Structure Deadline	Chairs have entered initial determination of courses and sections.
Mar 9-10	Instructional Budget Review	OI staff work with Deans/Chairs to validate schedule comports with instructional budgets.
Mar 13	Pre-Galley Schedule Lock	No sections added/removed, and no changes in days/times/dates/modes, between now and conclusion of Galley Proof. Chairs can continue to update assigned faculty.
Mar 14-17	Initial Room Assignments	OI staff begin classroom assignments
Mar 20-21	Galley Proof by Chairs/Deans	Final review before go-live. *Not intended for further schedule development; looking for data entry issues.*
Mar 22-24	Final Office of Instruction Publication Quality Assurance (QA)	OI staff update schedule based on Galley Proof notes, do additional classroom assignments, and conduct final review of schedule before go-live.
Mar 27	**Schedule Live**	
Mar 28-Apr	Registration QA	OI staff perform additional registration-related QA
Apr 10	First Day of Registration	No changes in days/times/dates/modes of classes after this time. Any such changes require cancel-and-add.
May 5	Summer noninstructional assignments due	Submitted via [Noninstructional Assignment Form](#)
Jun 5	**First Day of Instruction**	