UPDATES FROM THE SCHEDULING OFFICE

The Winter 2017 Schedule of Classes is now finalized and students are enrolled into their winter courses. Sectioner ran on November 11 and 12, after which students were able to view their schedule in Quest starting November 17. Then starting November 23 open enrollment began for students. Students are now able to add/drop courses until later in January. After January 16, students will no longer be able to add new courses. They will however be able to drop courses, but starting January 24, a penalty will be applied.

The Scheduling and Examinations Office has started their preparations for the Fall 2016 final exam period. Tasks for this preparation include updating and sending out examination information, preparing proctor lists, collecting master exam papers, and preparing them for printing. If you are an Examination Representative, please be aware of the print deadlines and ensure your instructors are informed as well.

Now that we have finished our Winter 2017 schedule, we are looking forward to the Spring 2017 schedule. Prior term copy has already taken place and Scheduling Representatives must have their Schedule of Classes printouts in to the Scheduling Office by December 2. Please work with your Departmental Chairs in preparing information for the opening of the Data Collection Utility.

RECENT SUCCESS:

- Students were enrolled into their courses for the Winter 2017 term.
- Open enrollment for students launched.
- Preparations for the Fall 2016 exam seasons are on their way.
- Beginning stages of Spring 2017 schedule has begun.

REMINDEERS: Here are a few reminders for Scheduling Representatives for the month of December:

- December 2 – Scheduling changes for Spring 2017 prior term copy due.
- December 9 – Chairs and Scheduling Representatives should have courses and combinations determined.
- December 12 to January 6 – Chairs review Level 1 and 2 instructor constraints. DCU opens for Scheduling Representatives to input data.

Happy Holidays to all and we shall see you in the New Year!