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| Spring 2023Development of Schedule of Courses **Procedures and Time Line** | |
| **Development of Course Offerings**  Through September 23 | The ARGOS report Course Information by Department may be used to review 2022 spring offerings to assist in developing the 2023 spring schedule. |
| Departments Enter Courses Through September 23  **Courses recommendations for Ozark Campus due to Department Heads**  September 23  **\*Condensed Courses Requests Forms Due in Registrar’s Office**  September 16 | Departments develop the 2023 spring course schedule by entering course information in Banner. See [Creating the Schedule of Courses](http://www.atu.edu/registrar/docs/faculty/schedule_procedures.pdf) for details on entering courses in Banner.  Departments view courses using the ARGOS report Course Information by Department. The [Schedule of Course Check List](file:///C:\Users\devans\Documents\Schedule%20of%20Courses\Schedule%20of%20Course%20Check%20List.docx) may be used to verify information is entered correctly, e.g., sections are correct, web classes have correct instructional method.  \* Note: For *courses with dates other than the full-term* please submit [Course Addition form](https://generalssb-prod.ec.atu.edu/BannerExtensibility/customPage/page/pbs9regf_pg_displayCrseAdd) to the Registrar’s Office by September 16. |
| **Dean of School Review Course Offerings**  September 26 through September 30 | Departmental recommendations of course offerings to dean of school.  *Department must have course offerings entered in Banner prior to this date.*  Dean of School reviews course offerings through ARGOS. |
| Corrections  September 26 through September 30 | Departments may make corrections in Banner with dean’s approval. |
| Official Schedule Available OnlineOctober 1 | Official 2023 Spring Schedule of Courses available online. |
| **Schedule Changes**  October 1 through January 4 | Although the Schedule of Courses is considered set, with dean’s approval departments may make necessary changes using Application Navigator. |
| **Changes made in Registrar’s Office**  Beginning January 5 | Course additions, deletion or changes should be submitted on the appropriate Course Schedule Change Form on the Academic Documents card in OneTech for approval of Academic Affairs. Approved changes will be processed by the Registrar’s Office.  \*Note: Changes in enrollment limits and location may made in the academic departments. |