

UCLA Registrar's Office Production Timetable

Schedule of Classes

June 2009

Schedule of Classes	Winter 2010 Issue	Spring 2010 Issue	Fall 2010 Issue
Annual data roll (F, W, S) of the previous academic year's classes. After the roll, departments start entering class data and room and time requests	09W was rolled in Feb 2009 and is used as base for 10W data entry	09S was rolled in Feb 2009 and is used as base for 10S data entry	Annual Roll: 09F, 10W, 10S is rolled in early February 2010 and is used for 10F, 11W, 11S data entry
CASA Algorithm starts placing classes in classrooms – primary classes (south, north) first then secondary classes	Early September 2009	Early December 2009	Mid March 2010
Deadline to receive approved course forms	Oct. 2	Jan. 8, 2010	May 14
Deadline to return updated <i>Schedule</i> text	Oct. 2	Jan. 8	May 14
Editing of <i>Schedule</i> text	Oct. 5 – 16	Jan. 11 – 22	May 17 – 28
Proofing of class listings by departments	Oct. 8 – 9	Jan. 14 – 15	May 20 – 21
Deadline for departments to e-mail course notes (placement exams & mandatory midterm dates)	Oct. 12	Jan. 19	May 24
Course changes entered by depts & scheduling	Oct. 12 – 14	Jan. 19	May 24 – 25
Department access cutoff	Oct. 16	Jan. 22	May 28
Resolve class conflicts	Oct. 16	Jan. 22	May 28
Deadline to receive approval memo for course-based fees (e.g., Course Materials fees, IEI fees)	Oct. 16	Jan. 22	May 28
Unplaced classes changed to TBA	Oct. 19	Jan. 25	Jun. 1
Download class listings for PDF <i>Schedule</i> (noon)	Oct. 21	Jan. 27	Jun. 2
Conversion of <i>Schedule</i> to PDF	Oct. 22 – 23	Jan. 28 – 29	Jun. 3 – 4
<i>Schedule</i> on web (HTML & PDF) 8 a.m.	Wed. Oct. 28, 2009	Mon. Feb. 1, 2010	Mon. Jun. 7, 2010
Enrollment appointment times available URSA	Oct. 28	Feb. 3	Jun. 9
URSA enrollment begins	Nov. 10, 2009	Feb. 16, 2010	June 21, 2010

SR2 Implementation is scheduled for Saturday-Sunday, October 24-25, 2009.

MWF and MTWRF Standard Time Patterns	TR Standard Time Patterns	TR, MW, MF, WF Non-Standard Time Patterns
8:00 – 8:50 9:00 – 9:50 10:00 – 10:50 11:00 – 11:50 12:00 – 12:50 1:00 – 1:50 2:00 – 2:50 3:00 – 3:50 4:00 – 4:50	8:00 – 9:15 9:30 – 10:45 11:00 – 12:15 12:30 – 1:45 2:00 – 3:15 3:30 – 4:45	8:00 – 9:50 2:00 – 3:50 4:00 – 5:50 Note: Two-hour patterns do not have priority placement in CASA. If two-hour, two-day patterns are used, these are the times most likely to be scheduled.

Questions? Call the Scheduling Coordinators, Doug Thomson and Janet Bartholomew (51441) or e-mail schedule@registrar.ucla.edu