

Master Scheduling Flowchart

Reviewed and Approved by Division Chairs on 9/30/25

Timing	Action
September	Liberal Arts Division Chairs begin preparing draft schedule for subsequent academic year
October	<ul style="list-style-type: none">• Liberal Arts Division Chairs finalize draft schedule• Academic Coordinator begins encoding master schedule
Early November	1 st draft of Liberal Arts, Business, and Allied Health completed and sent to all faculty for review, correction, and adjustment by Liberal Arts Division Chairs
Late November	Final draft of Liberal Arts, Business, and Allied Health completed and circulated to Technical/Occupational program faculty for use in developing schedules
Early December	<ul style="list-style-type: none">• Final draft of Liberal Arts schedule sent to Academic Coordinator for encoding• Final draft of Technical/Occupational programs due• 1st draft of summer schedule to be reviewed by Division Chairs
January	Summer rotation process/course selection begins
Early February	Final draft of summer schedule due to Academic Coordinator
Mid-February	Full schedule sent to Student Services for review
Late February	Summer rotation process complete; faculty assigned to classes
Early March	All terms of schedule posted for viewing
Mid-March	Fall registration opens