

		A&R rolls Summer/Fall 2022 class schedule to	Registrar's Office
	11/30/22	Summer/Fall 2023 term.	
	11/30/22	Term Security is opened	SIS Ops Department
	12/16/22	SIS Ops uploads class schedule for Summer/Fall 2022	SIS Ops Department
1/3/2023	3/13/23	Faculty start turning in book orders. If the course does not require a book, a submission is still required.	Submit orders online through portal uploaded by Webmaster.
		<u>Department chairs plan classes to add, change & delete.</u>	Department Chairs, Faculty, and Dean's
12/17/22	1/30/23	<u>Elko Support Staff make additions, changes & deletions. DELETING UNWANTED CLASSES - VERY IMPORTANT.</u>	Department Support Staff
2/1/23	2/10/23	<u>Center Support Staff makes additions, changes & deletions. DELETING UNWANTED CLASSES - VERY IMPORTANT.</u>	Center Directors and center support staff
2/1/23	2/10/23	<u>Marketing Department starts advertising that Registration Opens April 4, 2023 on website</u>	
			Department Chairs and Faculty
	2/10/23	<u>Support staff enter IAV originating classes. NO room #'s. Room #'s will be decided at Center Director Meeting.</u>	Department Support Staff and Center Support Staff
2/13/23	2/17/23		
	2/20/23	Lecture Capture Requests submitted to IAV office.	Faculty
	3/14/23		

2/16/23	2/17/23 Center Director's to select IAV classes to receive.	All IAV classes are due. Departments are 100% responsible for content.
	2/24/23 IAV receiving classes must be in PS by this date Departments review schedule. Changes made by Department Support Staff. The schedule should be	
2/20/23	3/10/23 complete. Adds, changes, cancels (as required and no deletes allowed) need an add/change/cancel sheet now to be processed by Dean's Assistant's and Center Directors.	
	3/10/23 Dean's Approval Required.	
3/3/23	3/24/23	