

CLASS SCHEDULE MASTER CALENDAR
Spring, Summer and Fall 2012

Revised: 9/22/2011

<i>April 1 (Fri)</i>	SPRING	Memo emailed to colleges to update classroom information on SMUP on WIUP on the Web
<i>May 6 (Fri)</i>	SPRING	Memo emailed to departments to update PRCO on MVS or WIUP on the Web
<i>May 20 (Fri)</i>	SPRING	MSFS available through WIUP on the Web
<i>June 3 (Fri)</i>	SPRING	Access to MSFS shut off
<i>June 10 (Fri)</i>	SPRING	MSFB available through WIUP on the Web
<i>July 8 (Fri)</i>	SPRING	Submit MSFB printout to your Dean's office, Registrar send QC list to Asst. VP QC and Planning for time of day review
	SPRING	Access to MSFB shut off
<i>July 15 (Fri)</i>	SPRING	Return MSFB printout to Registrar's Office by 4:30pm
<i>August 1 (Mon)</i>	FALL	Memo emailed to colleges to update classroom information on SMUP on WIUP on the Web
<i>August 5 (Fri)</i>	SPRING	Proofs of schedule sent to departments
<i>August 19 (Fri)</i>	SPRING	Submit both proofs to your Dean's office
<i>August 26 (Fri)</i>	SPRING	Return proof of Macomb schedule to Registrar's Office (Sherman 110)
	SPRING	Return proof of WIU-QC schedule to WIU-QC (Asst. VP QC and Planning) for class location review
<i>September 2 (Fri)</i>	FALL	Memo emailed to departments to update PRCO on MVS or WIUP on the Web
<i>September 16 (Fri)</i>	FALL	MSFS available through WIUP on the Web
<i>September 19 (Mon)</i>	SPRING	Class schedule available online through Course Search on STARS
<i>September 23 (Fri)</i>	FALL	Access to MSFS shut off
<i>September 30 (Fri)</i>	SUMMER	Memo emailed to departments to update PRCO on MVS or WIUP on the Web
	FALL	MSFB available through WIUP on the Web
<i>October 14 (Fri)</i>	SUMMER	MSFS available through WIUP on the Web
<i>October 21 (Fri)</i>	SUMMER	Access to MSFS shut off
<i>October 28 (Fri)</i>	FALL	Submit MSFB printout to your Dean's office, Registrar send QC list to Asst. VP QC and Planning for time of day review
	FALL	Access to MSFB shut off
<i>October 31 (Mon)</i>	SUMMER	MSFB available through WIUP on the Web
<i>November 4 (Fri)</i>	FALL	Return MSFB printout to Registrar's Office by 4:30pm

November 23 (Wed)	SUMMER	Submit MSFB printout to your Dean's office, Registrar send QC list to Asst. VP QC and Planning for time of day review
	SUMMER	Access to MSFB shut off
December 2 (Fri)	SUMMER	Return MSFB printout to Registrar's Office by 4:30pm
	FALL	Proofs of schedule sent to departments
December 9 (Fri)	FALL	Submit both proofs to your Dean's office
January 3 (Tues)	SUMMER	Proofs of schedule sent to departments
January 6 (Fri)	FALL	Return proof of Macomb schedule to Registrar's Office (Sherman 110)
	FALL	Return proof of WIU-QC and CODEC schedule to WIU-QC (Asst. VP QC and Planning) for class location review
January 13 (Fri)	SUMMER	Submit both proofs to your Dean's office
January 20 (Fri)	SUMMER	Return proof of Macomb schedule to Registrar's Office (Sherman 110)
	SUMMER	Return proof of WIU-QC and CODEC schedule to WIU-QC (Asst. VP QC and Planning) for class location review
February 14 (Tues)	FALL	Class schedule available online through Course Search on STARS
	SUMMER	Class schedule available online through Course Search on STARS

To access Course Search on STARS:

1. Go to <http://www.wiu.edu/STARS>
2. Select "Quick Look"
3. Select "Course Search"

Additional Information

PRCO = Projected Course Offerings screen (identify courses to be offered for a given term)

MSFS = Master Schedule File Start screen (choose to start from a copy of last year's schedule or blank schedule)

MSFB = Master Schedule File Build screen (use to build each course section for the class schedule)

NOTE: Spring Advance Registration will be November 1 - 18, 2011
 Summer/Fall Advance Registration will be April 2 - 20, 2012

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