April 2 (Mon)  SPRING  Memo emailed to colleges to update classroom information on SMUP on WIUP
May 4 (Fri)  SPRING  Memo emailed to departments to update PRCO on MVS or WIUP
May 18 (Fri)  SPRING  MSFS available through WIUP (Screen open only 1 week)
May 25 (Fri)  SPRING  Access to MSFS shut off
June 1 (Fri)  SPRING  MSFB available through WIUP (Screen open 1 week earlier to allow more time for Dept. Chairs access due to their shortened contracts.)
July 6 (Fri)  SPRING  Submit MSFB printout to your Dean’s office, Registrar send QC list to Asst VP, Academic Affairs -QC for time of day review
        SPRING  Access to MSFB shut off
July 13 (Fri)  SPRING  Return MSFB printout to Registrar’s Office by 4:30pm
August 1 (Wed)  FALL  Memo emailed to colleges to update classroom information on SMUP on WIUP
August 3 (Fri)  SPRING  Proofs of schedule sent to departments
August 17 (Fri)  SPRING  Submit both proofs to your Dean’s office
August 24 (Fri)  SPRING  Return proof of Macomb schedule to Registrar’s Office (Sherman 110)
        SPRING  Return proof of WIU-QC schedule to WIU-QC (Asst VP, Academic Affairs -QC) for class location review
August 31 (Fri)  FALL  Memo emailed to departments to update PRCO on MVS or WIUP
September 14 (Fri)  FALL  MSFS available through WIUP
September 17 (Mon)  SPRING  Class schedule available online through Course Search on STARS
September 21 (Fri)  FALL  Access to MSFS shut off
September 28 (Fri)  FALL  MSFB available through WIUP
October 1 (Mon)  SUMMER  Memo emailed to departments to update PRCO on MVS or WIUP
October 12 (Fri)  SUMMER  MSFS available through WIUP
October 19 (Fri)  SUMMER  Access to MSFS shut off
October 26 (Fri)  FALL  Submit MSFB printout to your Dean’s office, Registrar send QC list to Asst VP, Academic Affairs -QC for time of day review
        FALL  Access to MSFB shut off
October 29 (Mon)  SUMMER  MSFB available through WIUP
November 2 (Fri)  FALL  Return MSFB printout to Registrar’s Office by 4:30pm
**November 21 (Wed)**  
SUMMER Submit MSFB printout to your Dean’s office, Registrar send QC list to Asst VP, Academic Affairs -QC for time of day review  
SUMMER Access to MSFB shut off

**November 30 (Fri)**  
SUMMER Return MSFB printout to Registrar’s Office by 4:30pm  
FALL Proofs of schedule sent to departments

**December 7 (Fri)**  
FALL Submit both proofs to your Dean's office

**January 2 (Wed)**  
SUMMER Proofs of schedule sent to departments

**January 4 (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, Academic Affairs -QC) for class location review

**January 11 (Fri)**  
SUMMER Submit both proofs to your Dean’s office

**January 18 (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, Academic Affairs -QC) for class location review

**February 11 (Mon)**  
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](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 - 16, 2018  
Summer/Fall Advance Registration will be April 1 - 19, 2019

Cc:  
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