

**CLASS SCHEDULE MASTER CALENDAR**  
**Spring, Summer and Fall 2020**

Revised: 03/22/2019

<i>April 1 (Mon)</i>	SPRING	Memo emailed to colleges to update classroom information on SMUP on WIUP
<i>May 3 (Fri)</i>	SPRING	Memo emailed to departments to update PRCO on MVS or WIUP
<i>May 17 (Fri)</i>	SPRING	MSFS available through WIUP (Screen open only 1 week)
<i>May 24 (Fri)</i>	SPRING	Access to MSFS shut off
<i>May 31 (Fri)</i>	SPRING	MSFB available through WIUP (Screen open 1 week earlier to allow more time for Dept. Chairs access due to their shortened contracts.)
<i>July 5 (Fri)</i>	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
<i>July 12 (Fri)</i>	SPRING	Return MSFB printout to Registrar's Office by 4:30pm
<i>August 1 (Thur)</i>	FALL	Memo emailed to colleges to update classroom information on SMUP on WIUP
<i>August 2 (Fri)</i>	SPRING	Proofs of schedule sent to departments
<i>August 16 (Fri)</i>	SPRING	Submit both proofs to your Dean's office
<i>August 23 (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, Academic Affairs - QC) for class location review
<i>August 30 (Fri)</i>	FALL	Memo emailed to departments to update PRCO on MVS or WIUP
<i>September 13 (Fri)</i>	FALL	MSFS available through WIUP
<i>September 16 (Mon)</i>	SPRING	Class schedule available online through Course Search on STARS
<i>September 20 (Fri)</i>	FALL	Access to MSFS shut off
<i>September 27 (Fri)</i>	FALL	MSFB available through WIUP
<i>October 4 (Fri)</i>	SUMMER	Memo emailed to departments to update PRCO on MVS or WIUP
<i>October 18 (Fri)</i>	SUMMER	MSFS available through WIUP
<i>October 25 (Fri)</i>	SUMMER	Access to MSFS shut off
	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
<i>November 1 (Fri)</i>	SUMMER	MSFB available through WIUP
	FALL	Return MSFB printout to Registrar's Office by 4:30pm

<b>November 27 (Wed)</b>	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
	FALL	Proofs of schedule sent to departments
<b>December 6 (Fri)</b>	SUMMER	Return MSFB printout to Registrar's Office by 4:30pm
	FALL	Submit both proofs to your Dean's office
<b>January 2 (Thurs)</b>	SUMMER	Proofs of schedule sent to departments
<b>January 3 (Fri)</b>	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
<b>January 10 (Fri)</b>	SUMMER	Submit both proofs to your Dean's office
<b>January 17 (Fri)</b>	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
<b>February 10 (Mon)</b>	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 4 - 22, 2019  
 Summer/Fall Advance Registration will be April 1 - 17, 2020

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