

Class Schedule Master Calendar

Spring, Fall, and Summer 2026

May 05 (Mon)	Spring	Memo emailed to Deans to update classroom information on SMUP
June 06 (Fri)	Spring	Memo emailed to departments to update PRCO and MSFS
June 20 (Fri)	Spring	MSFS shut off
June 27 (Fri)	Spring	MSFB available; email sent to departments
July 25 (Fri)	Spring	MSFB shut off; Departments submit MSFB reports to Deans
July 31 (Thurs)	Spring	Deans submit MSFB reports to Registrar's Office
September 10 (Wed)	Spring	Digital schedule proofs sent to departments & deans MSFA, MSFC, MSFM screens available
September 26 (Fri)	Fall	Memo emailed to Deans to update classroom information on SMUP
	Fall	Memo emailed to departments to update PRCO and MSFS
October 2 (Thurs)	Spring	Class schedule available on Course Search
October 10 (Fri)	Fall	MSFS shut off
October 17 (Fri)	Fall	MSFB available; email sent to departments
October 31 (Fri)	Summer	Memo email to departments to update PRCO & MSFS
November 14 (Fri)	Fall	MSFB shut off; Departments submit MSFB reports to Deans
November 21 (Fri)	Summer	MSFS shut off
	Fall	Deans submit MSFB reports to Registrar's Office
December 05 (Fri)	Summer	MSFB available; email sent to departments
December 19 (Fri)	Summer	MSFB shut off; Departments submit MSFB report to Deans
January 12 (Mon)	Summer	Deans submit MSFB reports to Registrar's Office
February 06 (Fri)	SU & FL	Digital schedule proofs sent to departments & deans MSFA, MSFC, MSFM screens available
February 26 (Thurs)	SU & FL	Class schedule available on Course Search

Additional Information

PRCO: Projected Course Offerings (identify course to be offered for a given term)

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

MSFB: Master Schedule File Build (use to build each course section of the class schedule)

Spring Advance Registration – November 03 – 14

Summer/Fall Advance Registration – March 23 – April 03

Cc: Sarah Lawson, Angie Baker, Alison Shook, Jeffrey Hancks, and Kim McDaniel