

Class Schedule Master Calendar

Spring, Fall, and Summer 2025

Revised 01/16/2025

April 8 (Mon)	Spring	Memo emailed to Deans to update classroom information on SMUP
May 10 (Fri)	Spring	Memo emailed to departments to update PRCO and MSFS
May 24 (Fri)	Spring	MSFS shut off
May 31 (Fri)	Spring	MSFB available; email sent to departments
June 28 (Fri)	Spring	MSFB shut off; Departments submit MSFB reports to Deans
July 5 (Fri)	Spring	Deans submit MSFB reports to Registrar's Office
August 5 (Mon)	Spring	Digital schedule proofs sent to departments & deans MSFA, MSFC, MSFM screens available
	Fall	Memo emailed to Deans to update classroom information on SMUP
August 30 (Fri)	Fall	Memo emailed to departments to update PRCO and MSFS
September 5 (Thurs)	Spring	Class schedule available on Course Search
September 13 (Fri)	Fall	MSFS shut off
September 20 (Fri)	Fall	MSFB available; email sent to departments
October 4 (Fri)	Summer	Memo email to departments to update PRCO & MSFS
October 11 (Fri)	Fall	MSFB shut off; Departments submit MSFB reports to Deans
October 18 (Fri)	Summer	MSFS shut off
	Fall	Deans submit MSFB reports to Registrar's Office
October 25 (Fri)	Summer	MSFB available; email sent to departments
November 15 (Fri)	Summer	MSFB shut off; Departments submit MSFB report to Deans
November 25 (Mon)	Summer	Deans submit MSFB reports to Registrar's Office
January 3 (Fri)	SU & FL	Digital schedule proofs sent to departments & deans MSFA, MSFC, MSFM screens available
February 17 (Mon)	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 – October 21 – 31

Summer/Fall Advance Registration – March 17 - 28

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