



2175 Spring CIAS Schedule Timeline

March 27, 2017	2175 CIAS Schedule of Courses created (roll from 2165 CIAS Schedule of Courses)
March 30, 2017	2175 Preliminary Schedule of Courses distributed to departments electronically, with Semester Scheduling Guidelines & Policies, etc.
April 21, 2017	2175 Preliminary Schedule of Courses changes returned electronically to Scheduling Officer
TBD	Spring 2175 Schedule of Courses becomes public in SIS
April 21 – May 5, 2017	Scheduling Officer to create 2175 Tentative CIAS Schedule of Courses
May 5, 2017	2175 Tentative CIAS Schedule of Courses distributed to departments for final review <i>Department's set-up appointment with Scheduling Officer to finalize 2175 Schedule of Classes</i>
May 26, 2017	Scheduling changes to 2175 Tentative CIAS Schedule of Courses returned to Scheduling Office. Exception SOFA—submit <u>80%</u> of their spring class schedule by this date for 2175
May 30-September 29, 2017	<i>Departments set-up appointment with SO to finalize 2175 Course Schedule of Courses</i>
September 5 – September 29, 2017	Course Scheduling preparation for Spring Term 2175, send out copy to departments to review
September 29, 2017	Departments to submit <u>final scheduling changes</u> for Spring Term 2175 <i>Final SOFA class scheduling changes returned to SO; no scheduling changes after this date</i>
October 30, 2017	FINAL 2175 Schedule of Courses distributed to departments (electronically)
November 17, 2017	2175 Final Exam Special Requests due to Scheduling Officer *****
Preparing for student shopping and enrollment for Spring 2175 Class Schedule	
September 2017	Student Services begin meeting with students for Spring (2175) class planning –
October 2, 2017	2175 CIAS Final Schedule of Courses sent to NTID support for class designations
October 20, 2017	NTID to return 2175 Schedule of Courses NTID designations to Scheduling Officer
October 20 – October 27, 2017	Scheduling Officer applying NTID seats and Enrollment Requirements to classes *****
Spring 2175 Shopping Cart and Enrollment Dates	
October 30, 2017	shopping carts available for spring 2175
November 13, 2017	spring 2175 Enrollment registration (appointments) begins
January 12, 2018	NTID seats released
January 16, 2018	Spring first day of classes for 2175
January 23, 2018	2175 Final Exam Schedule made public
April 30, 2018	Final day of classes

The *Exception to Standard Start/Stop Time* form can be found on InsideCIAS, <https://inside.cias.rit.edu/forms-page>. This form must be completed for those classes not meeting the Scheduling Patterns for 14 weeks classes.