

CLASS SCHEDULING TIMETABLE

	SUM 2025	FAL 2025	SPR 2026	SUM 2026
REGISTRATION BEGINS- for Students	Mar 31, 2025		Nov 3 2025	Mar 30, 2026
SEMESTER BEGINS -Start of Classes	May 19, 2025 (A,C)	Aug 25, 2025	1/12/2026 Tentative	Tentative:May 18, 2026 (A,C)
	Jun 30, 2025 (B)			Tentative: Jun 29 2026 (B)
	Jul 14, 2025 (D)			Tentative: Jul 13, 2026 (D)
TASKS AND DATES BEGIN/DUE				
Office of the Registrar DUE	Jul 30, 2024	Sep 26, 2024	TBD Gen. Ed. updates	July 29, 2025
Roll forward schedule from previous year*				
Roll from Catalog: Requisites, Restrictions, Degree Attributes & Fees				
Batch populate schedule data in 25Live				
Run appworx to insert DL fees and Funding Attributes after roll				
Schedule available on Staff Schedule Search update footer dates				
Colleges/Departments BEGIN	Aug 1, 2024	Sep 30, 2024	Mar 5, 2025	July 31, 2025
Schedulers modify/build sections				
Colleges/Departments DUE	Dec 2, 2024	Jan 22, 2025	Sep 8 2025	Dec 1, 2025
All course entries completed				
Ensure all instructors are assigned				
Finalize crosslisting, instructional method changes				
Submit Large Capacity 75+, Special Room Requests, Bound Sections				
Submit Requests for Variances, if need General Use Classrooms				
St. Pete & Sarasota: submit M&S and F&E fee updates				
Submit updates to fees and/or degree attributes				
Office of the Registrar BEGIN	Dec 2, 2024	Jan 22, 2025	Sep 8 2025	Dec 1, 2025
Schedule available on Student Schedule Search - DUE				
Populate Schedule Data (Batching) in 25Live				
Assign Large Cap 75+, Special Room Requests, Bound Sections				
Monthly clean-up errors to schedulers				
Colleges/Departments DUE	Dec 13, 2024	Feb 12, 2025	Sep 19, 2025	Dec 12, 2025
Assign space for off-site locations or dedicated spaces				
Ensure off-site locations are indicated on SSATEXT (long section)				
Ensure bldg/room is blank if general use classroom is needed				
Process clean-up reports sent from URO				
Office of the Registrar BEGIN	Dec 16, 2024	Feb 14, 2025	Sep 22, 2025	Dec 15, 2025
Update fees and funding/degree attributes by request				
Room assignments--Optimization process				
Colleges/Departments BEGIN	Dec 20, 2024	Feb 21, 2025	Sep 29, 2025	Dec 19, 2025
Proof room assignments				
Adjust meeting times or find alternate space as needed				
Colleges/Departments DUE	Jan 14, 2025	Mar 3, 2025	Oct 6, 2025	Jan 13, 2026
Populate Waitlist Maximum in Banner				
Submit CRNs with Service Learning or other program attributes				
Colleges/Departments DUE	Mar 19, 2025	Mar 19, 2025	Oct 20, 2025	Mar 18, 2026
Ensure all Fees are correctly added to all applicable sections				
-pay special attention to campus detail codes and amounts				
Instructor assignment & account number overrides SSAOVRR				
Office of the Registrar DUE	Mar 19, 2025	Mar 19, 2025	Oct 20, 2025	Mar 18, 2026
Run No Instructor Report				
Office of the Registrar DUE	N/A	July 7, 2025	Nov 21, 2025	N/A
Final Exam Matrix posted (at least 45 days prior to start of term)				
Colleges/Departments DUE	May 9, 2025	Aug 22, 2025	Jan 8, 2026	May 8, 2026
Review low/no enrolled courses and cancel accordingly				
Colleges/Departments DUE	May 23, 2025 (A,C) Jul 4, 2025 (B) Jul 18, 2025 (D)	Aug 29, 2025	Jan 16, 2026	May 22, 2026 (A,C) Jul 3, 2026 (B) Jul 17, 2026 (D)
Last day to make ANY changes to fees or detail codes				