



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

OFFICE OF THE REGISTRAR

Summer/Fall 2025 Schedule Build Timeline

Completion Date	Action	Responsible Party
October 14	Schedule Roll	Office of the Registrar
October 15-17	Schedule Roll Clean Up	Office of the Registrar
October 18	Spreadsheets are dispersed to Departments and Associate Deans <ul style="list-style-type: none"> - Each department will have its own spreadsheet - Instructors will be included - Priority Rooms will be included - Off-grid courses will be marked - Instructions will be attached 	Office of the Registrar
October 18- November 22	Spreadsheets begin being updated to Add, Remove, and Alter Sections following instructions given Registrar's Office	Academic Departments
November 15	<i>1 week deadline reminder sent to Departments</i>	Office of the Registrar
November 21	<i>1 day deadline reminder sent to Departments</i>	Office of the Registrar
November 22	<i>Deadline reminder sent to Departments</i>	Office of the Registrar
November 22	Spreadsheets due back to Registrar's Office (Priority Room usage ends)	Academic Departments
November 25- December 6	Sections Updated in Banner Based on Spreadsheets	Office of the Registrar
November 28-29	<i>University Closed</i>	
December 9-12	<i>Finals Week</i>	
December 9-13	Optimizer Ran to Assign Rooms to Sections Without an Assigned Room	Office of the Registrar
December 16-20	<i>End of Term Processing</i>	
December 16	Draft 2 Spreadsheets Dispersed to Departments for Second Review	Office of the Registrar
December 16- January 17	Draft 2 Spreadsheets are Reviewed for Accuracy and Any Needed Updates are Made on the Spreadsheet	Academic Departments
December 23- January 1	<i>University Closed</i>	
January 10	<i>1 week deadline reminder sent to Departments</i>	Office of the Registrar
January 13	<i>Spring 25 First Class Day</i>	
January 16	<i>1 day deadline reminder sent to Departments</i>	Office of the Registrar
January 17	<i>Deadline reminder sent to Departments</i>	Office of the Registrar
January 17	Draft 2 Spreadsheets due back to Registrar's Office	Academic Departments
January 20	<i>University Closed</i>	
January 20	Schedule Maintenance Workflow Required for Schedule Changes (Spreadsheets will no longer be accepted)	Academic Departments
January 17-24	Sections Updated in Banner Based on Draft 2 Spreadsheets	Office of the Registrar
January 24	Schedule sent to Dr. Gaillard for review	Office of the Registrar
February 3	Schedules Finalized (Will be made viewable)	Office of the Registrar
February 12	Summer/Fall 2025 Academic Advisement Begins	