Where to Begin:
Looking at your Resources at the Start of the Scheduling Period

It’s that time of year! You just received the rollover e-mail from the scheduling office telling you that a new scheduling period has begun. What now?

You’re not alone and you’re not starting from scratch - there are resources available to you from the start of every term!

Aside from your scheduling team, you start with:

The Scheduling Website (http://www.ncsu.edu/registrar/scheduling/index.html):
- A handy list of dates and deadlines to guide your process and to help us help you with your setup during your primary access period.
- Information about the last like term both in SIS and in excel format, giving you your basic framework in the system and data to help you decide how to proceed this term around.
- A list of scheduling forms and their functions
- A table of standard times to consider when scheduling new courses.
- A list of useful tips and resources at your fingertips.

Student Information System (“The System”):
- Information from the previous like term (Spring 2012 to Spring 2013, not Fall to Spring) has already been rolled over - canceled courses, stop further enrollment, and tentative courses included! This allows you to cancel, delete, add, and alter without having to start from scratch for every section.

What are these resources and how do I use them?

- Production Schedule - This is your list of deadlines - when different forms are due, when your access closes, and when the schedule will be published. Pin this up near your computer!
- Semester Rollover - This excel gives you tons of details about classes in the last like term. How many students enrolled, what times the classes met and who taught them, what requisites were applied at the end of the term. This can help you decide what to change and what to keep the same from semester to semester.
- Scheduling Forms - This link brings you to every form needed from Change of Grading Basis Forms to Non-Standard Time Request forms. The deadlines for these forms are included in the Production Schedule.
- Campus Time Schedule - There are two time tables, one for Centennial Campus and one for Main Campus. This resource can help you and your instructors choose times for new course offerings.
- Training for Scheduling Officers - Need a quick tip or have a SIS question? Check out the list of resources behind this link to find your answer. It is being updated all the time, so keep checking back!