

Fall 2026 College/School/Division Production Schedule For the Schedule of Classes

PHASE I	SCHEDULE
Dept Receive 1st Distribution (MCA) Master Course Audit electronically from Classroom Scheduling. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	(Receive on Wednesday) 9/17/2025
Departments make changes to the 1st Distribution. Follow the instructions attached to your email. In addition to changes, be sure to use your priority rooms , update cross listings, as well as proof all text. (2 weeks)	9/17/2025 to 10/1/2025
Phase 1A 1st Distribution changes are due by 9/29/2025. No changes can be made in Coursedog after this date for the 1st Distribution. Additional changes can be made on the 2nd Distribution.	(Return on Wednesday) 10/1/2025
PHASE II	
Dept receive 2nd Distribution (MCA) Master Course Audit electronically from Classroom Scheduling. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	(Receive on Friday) 10/24/2025
Colleges/Schools/Divisions make changes to the 2nd Distribution . Follow the instructions attached to your email. In addition to changes, be sure to review priority rooms, update cross listings, as well as proof all text.	10/24/2025 to 11/10/2025
Phase 2A 1st Distribution changes are due by 11/10/2025. No changes can be made in Coursedog after this date for the 2nd Distribution. Additional changes can be made on the 3rd Distribution.	(Return on Monday) 11/10/2025
PHASE III	
Dept receive 3rd Distribution (MCA) Master Course Audit electronically from Classroom Scheduling. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	(Receive on Monday) 1/5/2026
Colleges/Schools/Divisions make changes to the 3rd Distribution . Follow the instructions attached to your email. In addition to changes, be sure to review priority rooms, update cross listings, as well as proof all text.	1/5/2026 to 1/21/2026
Phase 3A 1st Distribution changes are due by 1/21/2026. No changes can be made in Coursedog after this date for the 3rd Distribution. Additional changes can be made during the Form 200 Phase starting 2/9/2026	(Return on Wednesday) 1/21/2026
Changes requested after the final distribution will be accepted via email through 1/28/2026. After 1/28/2026 <i>no changes will be accepted - no exceptions</i>	1/28/2026
Schedule Desk sends out emails to departments to now send in Form 200s	2/9/2026
Schedule goes live on 2/23/2026	2/23/2026
The attachments sent by the Registrar's Office are located on the following website:	
https://www.pfw.edu/registrar/employee-resources/schedule-production-resources	