

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

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