Scheduling Calendar

Schedule Deadlines	Summer 2024 05/13/2024 – 08/02/2024	Fall 2024 08/26/2024 – 12/13/2024 Spring 2025 01/13/2025 – 05/02/2025
Departments will be contacted with the rolled schedule via spreadsheet.	October 2, 2023	October 2, 2023
Departments review schedule and send Curriculum Scheduling the updated spreadsheet.	October 2, 2023 – October 20, 2023	October 2, 2023 – December 8, 2023
Registrar's Office assigns rooms to scheduled courses.	December 4, 2023 – December 8, 2023	January 29, 2024 – February 2, 2024
Finalized schedule of classes available for students online.	December 11, 2023	February 5, 2024
Registration begins	February 14, 2024	March 13, 2024
Schedule changes require approval from College Dean * See *Guidelines Below*	February 14, 2024	March 13, 2024

Guidelines:
- After the initial scheduling spreadsheet is completed by the Registrar's Office, departments are required to submit the Course Scheduling Request Form to make any changes to the schedule.
- Once registration begins, College approval is needed for section additions, day/time changes, and modality changes. This will be noted on the Course Scheduling Request Form.
- Please ensure you notify registered students of course cancellations, schedule changes, and changes in modality as these changes may result in changes to students' bills.
- Email Curriculum-Scheduling@utoledo.edu with any questions.