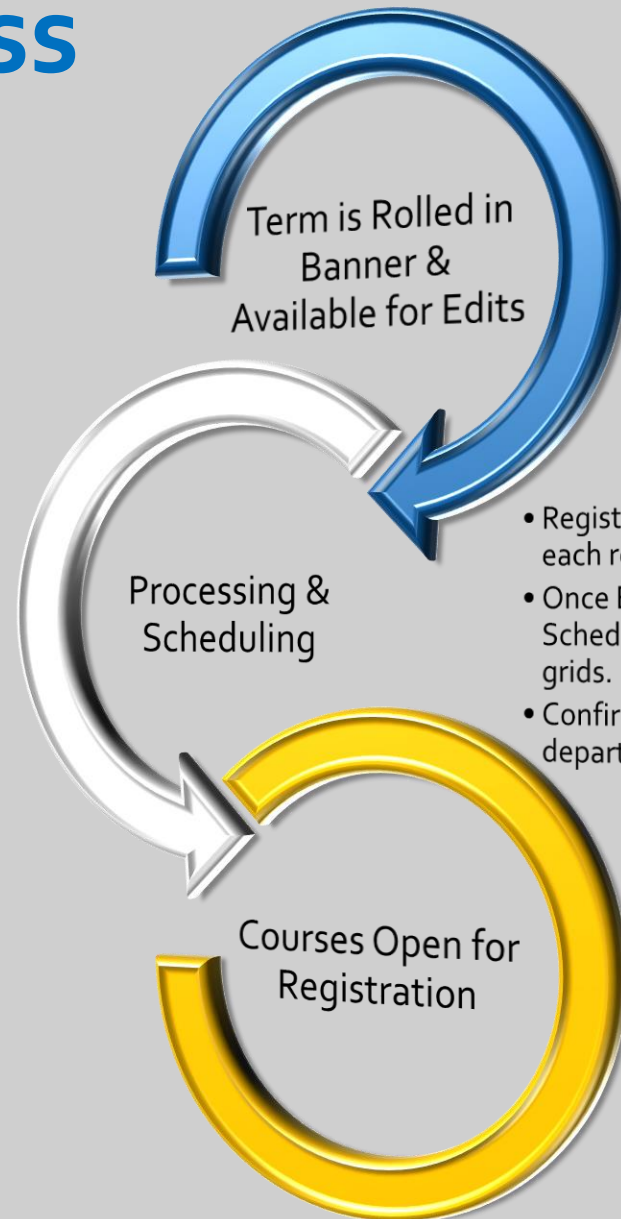


Course Scheduling Process



- Registrar's Office sends out official call for edits to the Schedule of Classes.
- Department exports all courses from all rubrics in the Schedule of Classes into an Excel spreadsheet.
- Department makes changes on the spreadsheet to the existing schedule.
- Available rooms can be found by using the Ad Astra Available Rooms tool.
- Completed changes are sent back to Registrar's Office via email to coursescheduling@montana.edu.

- Registrar's Office processes changes in Banner in the order that each request is received.
- Once Banner step is complete, changes are reflected on the Schedule of Classes in MyInfo as well as the Ad Astra scheduling grids.
- Confirmation of completed changes are sent back to department with any additional notes.

- Courses are available for registration by students.
- After Advising for the term has begun, any major changes, including adding/cancelling a section, changing restrictions, instructional methods, meeting days/times, and start/end dates require a Scheduled Section Change form signed by Dept Head, Dean & Provost.
- Changes thereafter are made on a case by case basis.