**Course Scheduling\* – NTC – 2021-2022** (Accepted 12/21/2021)

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| Due Date | Task |
| Fall – Spring - Summer |  |
| September – Week 2 | * Fall, Spring, and Summer General Education Schedule (Distance/Campus) submitted to division chair by faculty * Fall, Spring and Summer Distance Program schedules submitted to division chairs by faculty |
| September – Week Last | * Fall, Spring, and Summer General Education Distance Schedule submitted to deans by division chair * Fall, Spring, and Summer Distance Program schedules submitted to deans by division chairs |
| October – Week 3 | * Fall, Spring, and Summer General Education Distance Schedule approved and shared with division chairs and administrative assistant by dean * Fall, Spring, and Summer Distance schedules approved and shared with division chairs and administrative assistant by dean |
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| January – Week 2 | Fall Campus Schedule is submitted to division chair by faculty |
| January – Week 3 | Fall Campus Schedule is submitted to deans by division chair |
| February – Week 2 | Final Fall Campus Schedule is submitted to division chairs and administrative assistant by dean |
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| February – Week 3 | Spring /Summer Campus Schedule is submitted to division chair by faculty |
| February – Week 4 | Spring/Summer Campus Schedule is submitted to deans by division chair |
| March – Week 1 | Final Spring/Summer Campus Schedule is submitted to division chairs and administrative assistant by deans |
| March – Week 3 | Fall and Spring/Summer Schedule are available for faculty /division chairs to review and provide corrections to deans |
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| March – Week Last | Fall Schedule is available for students to view |
| April 1 | Fall Schedule registration begins |
| September – Week 3 | Upcoming Spring/Summer Schedule is available for faculty/division chairs to review and provide corrections to deans |
| September – Week Last | Spring/Summer Schedule is available for students to view |
| October 15 | Spring/Summer registration begins |

\*All schedules will be submitted using the Course Schedule Form.