

# STOCKTON UNIVERSITY



## PROCEDURE

### Master Schedule Production

Procedure Administrator: Registrar  
Authority: N.J.S.A. 18A:64-8  
Effective Date: March 4, 1975; September 8, 2022  
Index Cross-References:  
Procedure File Number: 2101  
Approved By: Dr. Harvey Kesselman, President

- A. The Office of the Registrar is responsible for the coordination and production of the schedule of courses for each term.
  1. Each Academic School submits information for its approved courses for each term to the Registrar for addition to the Catalog of Courses. Descriptions for new courses are submitted to the Registrar via the Course Adjustment form.
  2. The Course schedule is built in the student information system in consultation with the Academic Schools.
  3. Room assignments are made for each course or section by the Registrar. Conflicts in room/time assignment are resolved in consultation with each individual school office.
- B. The Registrar is responsible for uploading the schedule to the student information system. Academic School personnel will review and confirm the schedule before it is released.
- C. The timeline for the production of the schedule of courses is determined by the Registrar in consultation with the Academic Schools.
- D. All additions, changes, and deletions to courses must be submitted by each Academic School Office to the Registrar.

#### Review History:

	Date
Procedure Administrator	08/18/2022
Faculty Senate	04/15/2022
Deans	08/15/2022
Divisional Executive	08/16/2022
General Counsel	08/30/2022
Cabinet	09/08/2022
President	09/08/2022