MASTER SCHEDULING CALENDAR

■ July	
1	Publication of Course Schedule (BOSS) - (For Fall)
	First week class schedule posted to Room Scheduler - (For Fall)
	Academic Affairs authorizes ITG to download MBA and PhD Rooms from Angel to Room Scheduler, and forwards Additional Room List to ITG for feed to Room Scheduler - (For Fall)
8	*ITG checks conflicts and completes MBA, PhD, and Additional Room feeds to Room Scheduler - (For Fall)*
■ August	
8	Scheduling Coordinator completes booking all rooms for event requests (through Oct.) submitted by proper deadlines - (For Fall)
15	EMBA authorizes ITG to download EMBA rooms from Angel to Room Scheduler - (For Fall)
	Divisional (MBA and PhD) course information due to Academic Affairs - (For Spring)
	Additional academic room requests (breakouts, make-ups, etc.) due to Academic Affairs - (For Spring)
22	ITG checks conflicts and completes EMBA room feed to Room Scheduler - (For Fall)
	Scheduling Coordinator completes booking all rooms for event requests (through Dec.) submitted by proper deadlines - (For Fall)
■ September	
4	Mid-semester exam schedule posted to Room Scheduler - (For Fall)
10	Chazen Language Classes modified based on registration - (For Fall)
15	PhD Office submits feedback on PhD course schedule to Academic Affairs - (For Spring)

30	Deadline for career/corporate-related club events to be submitted to EMS (after this date, events will only be considered on a case-by-case basis)
October	
15	Non-GSB classroom requests due to Academic Affairs - (For Spring)
20	Career Management Center submits On-Campus Recruiting schedule to Scheduling Coordinator - (For Spring)
23	Final exam schedule posted to Room Scheduler - (For Fall)
31	Drop-dead date for all career/corporate-related club events (after this date, no events whatsoever will be accepted).
	Departmental seminar requests due to EMS - (For Spring)
	All regular bookings due to EMS (Happy Hour, I-Prep, information sessions, etc.) and Scheduling Coordinator - (For Spring)
	Chazen Language Classes due to Scheduling Coordinator - (For Spring)
	Executive Education's room requests due to EMS - (For Spring)
	EMBA's additional room requests due to EMS - (For Spring)
November	
1	Publication of Course Schedule (BOSS) - (For Spring)
	First week class schedule posted to Room Scheduler - (For Spring)
	Academic Affairs authorizes ITG to download MBA and PhD Rooms from Angel to Room Scheduler, and forwards Additional Room List to ITG for feed to Room Scheduler - (For Spring)
8	*ITG checks conflicts and completes MBA, PhD, and Additional Room feeds to Room Scheduler - (For Spring)*
10	Bidding Begins – (For Spring—date subject to change based on day of week)
December	
8	Scheduling Coordinator completes booking all rooms for event requests (through March) submitted by proper deadlines - (For Spring)
15	EMBA authorizes ITG to download EMBA rooms from Angel to Room Scheduler - (For Spring)
22	ITG checks conflicts and completes EMBA room feed to Room Scheduler - (For Spring)

	Scheduling Coordinator completes booking all rooms for event requests (through May) submitted by proper deadlines - (For Spring)
January	
31	Chazen Language Classes modified based on registration - (For Spring)
February	
1	Divisional (MBA and PhD) course information due to Academic Affairs - (For Summer)
10	Mid-semester exam schedule posted to Room Scheduler - (For Spring)
15	Additional academic room requests (breakouts, make-ups, etc.) due to Academic Affairs - (For Summer)
March	
1	PhD Office submits feedback on PhD course schedule to Academic Affairs - (For Summer)
	Non-GSB classroom requests due to Academic Affairs - (For Summer)
13	Final exam schedule posted to Room Scheduler - (For Spring)
15	Publication of Course Schedule (BOSS) - (For Summer)
	Departmental seminar requests due to EMS - (For Summer)
	All regular bookings due to EMS (Happy Hour, I-Prep, information sessions, etc.) and Scheduling Coordinator - (For Summer)
	Chazen Language Classes due to Scheduling Coordinator - (For Summer)
	Executive Education's room requests due to EMS - (For Summer)
	EMBA's additional room requests due to EMS - (For Summer)
April	
1	Academic Affairs authorizes ITG to download MBA and PhD Rooms from Angel to Room Scheduler, and forwards Additional Room List to ITG for feed to Room Scheduler - (For Summer)
3	Bidding Begins – (For Spring—date subject to change based on day of week)
5	Club Conference Dates Due to EMS - (For Fall and Spring)

8	*ITG checks conflicts and completes MBA, PhD, and Additional Room feeds to Room Scheduler - (For Summer)*
15	Divisional (MBA and PhD) course information due to Academic Affairs - (For Fall)
	EMBA authorizes ITG to download EMBA rooms from Angel to Room Scheduler - (For Summer)
17	Mid-semester exam schedule posted to Room Scheduler - (For Summer)
22	Scheduling Coordinator completes booking all rooms for event requests (through March) submitted by proper deadlines - (For Summer)
	ITG checks conflicts and performs EMBA Room Feed to Room Scheduler - (For Summer)
■ **May**	
15	Additional academic room requests (breakouts, make-ups, etc.) due to Academic Affairs - (For Fall)
	PhD Office submits feedback on PhD course schedule to Academic Affairs - (For Fall)
20	Chazen Language Classes modified based on registration - (For Summer)
■ **June**	
12	Final exam schedule posted to Room Scheduler - (For Summer)
15	Non-GSB classroom requests due to Academic Affairs - (For Fall)
20	Career Management Center submits On-Campus Recruiting schedule to Scheduling Coordinator – (For Fall)
30	Departmental seminar requests due to EMS - (For Fall)
	All regular bookings due to EMS (Happy Hour, I-Prep, information sessions, etc.) and Scheduling Coordinator - (For Fall)
	Chazen Language Classes due to Scheduling Coordinator - (For Fall)
	Executive Education's room requests due to EMS - (For Fall)
	EMBA's additional room requests due to EMS - (For Fall)