



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

OFFICE OF THE REGISTRAR

Summer/Fall 2026 Schedule Build Timeline

Completion Date	Action	Responsible Party
October 13	Schedule Roll	Office of the Registrar
October 14-16	Schedule Roll Clean Up	Office of the Registrar
October 17	Spreadsheets are dispersed to Departments and Associate Deans - Each department will have its own spreadsheet - Instructors will be included - Priority Rooms will be included - Off-grid courses will be marked - Instructions will be attached	Office of the Registrar
October 17- November 21	Spreadsheets begin being updated to Add, Remove, and Alter Sections following instructions given Registrar's Office	Academic Departments
<i>November 14</i>	<i>1 week deadline reminder sent to Departments</i>	Office of the Registrar
<i>November 20</i>	<i>1 day deadline reminder sent to Departments</i>	Office of the Registrar
<i>November 21</i>	<i>Deadline reminder sent to Departments</i>	Office of the Registrar
November 21	Spreadsheets due back to Registrar's Office (Priority Room usage ends)	Academic Departments
November 24- December 5	Sections Updated in Banner Based on Spreadsheets	Office of the Registrar
<i>November 27-28</i>	<i>University Closed</i>	
<i>December 8-11</i>	<i>Finals Week</i>	
December 8-12	Optimizer Ran to Assign Rooms to Sections Without an Assigned Room	Office of the Registrar
<i>December 15-19</i>	<i>End of Term Processing</i>	
December 15	Draft 2 Spreadsheets Dispersed to Departments for Second Review	Office of the Registrar
December 15- January 16	Draft 2 Spreadsheets are Reviewed for Accuracy and Any Needed Updates are Made on the Spreadsheet	Academic Departments
<i>December 22- January 2</i>	<i>University Closed</i>	
<i>January 9</i>	<i>1 week deadline reminder sent to Departments</i>	Office of the Registrar
<i>January 12</i>	<i>Spring 26 First Class Day</i>	
<i>January 15</i>	<i>1 day deadline reminder sent to Departments</i>	Office of the Registrar
<i>January 16</i>	<i>Deadline reminder sent to Departments</i>	Office of the Registrar
January 16	Draft 2 Spreadsheets due back to Registrar's Office	Academic Departments
<i>January 19</i>	<i>University Closed</i>	
January 20	Schedule Maintenance Workflow Required for Schedule Changes (Spreadsheets will no longer be accepted)	Academic Departments
January 16-23	Sections Updated in Banner Based on Draft 2 Spreadsheets	Office of the Registrar
January 23	Schedule sent to Dr. Gaillard for review	Office of the Registrar
February 2	Schedules Finalized (Will be made viewable)	Office of the Registrar
February 11	Summer/Fall 2026 Academic Advisement Begins	