

Course Maintenance Workshop Schedule for the 092 Scheduling Period

These workshops are two hours long and intended for employees who have already had a full training in both the SIS and Astra aspects of Course Schedule Maintenance. You should come to the workshop with your 092 scheduling information to do your work on our computers. One of the Scheduling Office staff will be in the room to answer your questions. If you are unsure of some procedures, please look back over your manuals. All workshops are held in the Registrar's Training Room on the 3rd floor of SASB-North.

- **You are required to review the “Important Scheduling Procedure Changes” document which is also on this webpage**
- **You must RSVP to the scheduling office to reserve a seat in one of these workshops**
- **Participation in a workshop is OPTIONAL**

April

Thursday, April 24: 9-11am
Wednesday, April 30: 2-4pm

May

Monday, May 12: 9-11am
Friday, May 30: 9-11am

June

Tuesday, June 3: 9-11am
Tuesday, June 17: 2-4pm
Thursday, June 26: 9-11am

July

Tuesday, July 15: 9-11am
Wednesday, July 23: 2-4pm
Friday, July 25: 9-11am
Tuesday, July 29: 9-11am
Wednesday, July 30: 2-4pm
Thursday, July 31: 2-4pm

As a reminder, Course Schedule Maintenance for 092 opens on April 10th and ends on July 31st.