

Schedule of Classes Deadlines

Schedule Deadlines	Summer 2022 05/16/2022 – 08/05/2022	Fall 2022 08/29/2022 – 12/16/2022	Spring 2023 01/17/2023 – 05/05/2023
Course Term Roll	November 5, 2021	November 5, 2021	November 5, 2021
Departments input meeting dates/times, instructors, department-controlled room assignments. Department Chairs review schedules.	November 8, 2021 – November 30, 2021	November 8, 2021 – January 28, 2022	November 8, 2021 – February 11, 2022
*Last day to enter courses without approval from College Dean and/or Provost: * See <i>Guidelines Below</i>	November 30, 2021	January 28, 2022	February 11, 2022
Registrar's Office assigns rooms to scheduled courses.	December 6, 2021 – December 10, 2021	January 31, 2022 – February 4, 2022	February 14, 2022 – February 18, 2022
Schedule of classes available for students online.	December 13, 2021	February 7, 2022	February 21, 2022
Deadline for faculty/departments to submit requests for room changes.	January 26, 2022	March 11, 2022	March 11, 2022
Registration begins	February 9, 2022	March 16, 2022	March 16, 2022

Guidelines:

- If registration has not yet begun, only College approval is needed to make changes to a section. Provost approval is needed once registration has started.
- If there is zero enrollment and a section needs cancelled, only College approval is needed. Additional Provost approval will be required if students are enrolled in the cancelled course.
- If the RO has already assigned rooms, please send CRN for new or updated course to Curriculum-Scheduling@utoledo.edu. A new room will be assigned contingent upon available space.
- Please ensure you notify registered students of course cancellations and schedule changes.