Spring 2025
Development of Schedule of Courses
Procedures and Time Line

Development of Course Offerings Through September 23	The ARGOS report Course Information by Department may be used to review 2024 spring offerings to assist in developing the 2025 spring schedule.
Departments Enter Courses Through September 23	Departments develop the 2025 spring course schedule by entering course information in Banner. See Creating the Schedule of Courses for details on entering courses in Banner.
Courses recommendations for Ozark Campus due to Department Heads September 13	Departments view courses using the ARGOS report Course Information by Department. The Schedule of Course Check List may be used to verify information is entered correctly, e.g., sections are correct, web classes have correct instructional method.
*Condensed Courses Requests Forms Due in Registrar's Office September 13	* Note: For *courses with dates other than the full-term* please submit Course Addition form through OneTech to the Registrar's Office by September 13.
Dean of School Review Course Offerings September 24 through September 30	Departmental recommendations of course offerings to dean of school. *Department must have course offerings entered in Banner prior to this date.* Dean of School reviews course offerings through ARGOS.
Official Schedule Available Online October 1	Official 2025 Spring Schedule of Courses available online.
Schedule Changes September 24 through January 7	Although the Schedule of Courses is considered set, with dean's approval departments may make necessary changes using Application Navigator.
Changes made in Registrar's Office Beginning January 8	Course additions, deletion or changes should be submitted on the appropriate Course Schedule Change Form on the Academic Documents card in OneTech for approval of Academic Affairs. Approved changes will be processed by the Registrar's Office. *Note: Changes in enrollment limits and location may made in the academic departments.