

**2022 Summer Session Academic Scheduling Timeline:**

<b>ACTION REQUIRED</b>	<b>TIME</b>	<b>DATE</b>	<b>ACTIONED BY</b>	<b>ACTIONS</b>
		October 25 – November 19, 2021	Scheduling Services	Web Data Collector (WDC) re-configuration project
		November 18, 2021	Scheduling Services	WDC canvas course link and information distributed
<b>OPENS</b>	830	November 22, 2021	Department	WDC Canvas course opens - <u>training is required</u> to gain access to WDC to complete scheduling data entry (30 minutes to complete required modules and 1hr to complete the entire course)
<b>OPENS</b>	830	November 22 - 26, 2021	Scheduling Services	WDC tool preparation for 2022 Summer Scheduling Data Collection
		November 29, 2021	Department	WDC opens –2022 summer session scheduling data entry begins
		December 25 – January 3, 2022		<b>SEASONAL CLOSURE</b>
<b>DEADLINE</b>	1530	January 5, 2022	Department	2022 summer session scheduling data entry complete in WDC (Recommendation is to complete this step prior to the Seasonal Closure)
		January 6, 2022	Department	Verify all scheduling requirements have been entered correctly into WDC tool
<b>DEADLINE</b>	1530	January 7, 2022	Department	Data entry errors and missing entries identified in verification step corrected and completed in WDC (WDC Closed for 2022 summer session data collection)
		January 10 – 14, 2022	Scheduling Services	Data validation and room allocation process
		January 10 – 14, 2022	Academic Systems	Cleanse and repoint WDC tool to 2022 Winter DB
		January 14 - 19, 2022	Department	Review draft 2022 Summer Session academic timetable
		January 17 – 21, 2022	Scheduling Services	WDC tool preparation for 2022 Winter Scheduling Data Collection
<b>DEADLINE</b>	1530	January 19, 2022	Department	<b>SIGN OFF</b> 2022 Summer Session academic timetable
		January 21, 2022	Scheduling Services	2022 Summer Session Academic Timetable published
		January 24, 2022		<a href="#">Changes and additions to the 2022 summer session resumes (changes are submitted via the UBCO Scheduling Change Request Form)</a>
		February (TBA), 2022		2022 Summer session eligibilities released
		March (TBA), 2022		2022 Summer session registration begins