Timetabling

January

- Edit Data on CMIS Subgroups/events Local Space allocations
- Change requests for central space till teaching week 52

February

- CMIS Rollover
- Rollover of CMIS Data
- Local Space allocations
- CMIS Lockdown/SMTT Allocations

March

- Rollover of Session Data
- Update Timetables & Room Bookings' course requirements
- Rollover of Non Student Data
- Rollover of New Academic Year Student Data
- Check Data Quality tab for errors & resolve

April

- Nightly Run CMIS Interface
- Compare/PIP Courses
- Update session/variable table/Facility/building data
- Set enrolment controls/reserve Capacities
- Next term data sent to CMIS
- Registration and Enrolment opens
- Requirement complete box not ticked

May

- Run Class meeting interface Initial new term load
- Copy Enrolment controls to next session
- Suspension of courses/courses not running for session
- Plan rules updating
- Removal of subgroups/components after creation
- Incorrect session in My Campus/incorrect course names/incorrect course credits/incorrect career/incorrect grading basis
- Facilities not showing/events not showing

June

- Finalise Allocations (local)
- Term Change

SLSD

- Check Timetable/room allocations

PIP

- Copy Enrolment controls to next session

Workload Modelling

- Rollover of Non Student Data
- PIP term roll over

- Rollover of New Academic Year Student Data