Responsibility	Activity	Fall 2026 1269		Winter 2027 1271		Spring 2027 1275	
		Process Start	Process End	Process Start	Process End	Process Start	Process End
SEM	Annual Enrolment Plan Due	29-Aug-25	29-Aug-25	29-Aug-25	29-Aug-25	29-Aug-25	29-Aug-25
Program Coordinators Chairs	Program Delivery Review	26-Jan-26	30-Jan-26	31-Mar-26	8-Apr-26	10-Nov-26	13-Nov-26
AEO Chair	Strategize about workloading - begin drafting swfs and conversations with faculty	2-Feb-26	ongoing	13-Apr-26	ongoing	22-Oct-26	ongoing
Curriculum GAS/IP Chair	GNED Offering Data Collection	2-Feb-26	6-Feb-26	2-Apr-26	6-Apr-26	2-Nov-26	6-Nov-26
AEO AWSS Chair	Send "preference form" to full-time faculty	26-Jan-26	30-Jan-26	31-Aug-26	4-Sep-26	16-Nov-26	20-Nov-26
Human Resources	Partial Load Registry	4-May-26	4-May-26	15-Jun-26	15-Jun-26	1-Dec-26	1-Dec-26
AWSS Chair Curriculum	Start of workload planning (full-time and contract)- Instructor Assignment Roll. Post-Rollover Addendums begin for Curriculum Changes	20-Mar-26	20-Mar-26	7-Jul-26	7-Jul-26	4-Dec-26	4-Dec-26
AWSS Chair	Enter Best-Guess SWF and Contract Faculty into IA prior to IA Load	23-Mar-26	27-Mar-26	8-Jul-26	28-Sep-26	7-Dec-26	27-Jan-27
All Teams	Start-Up (Black Out)	27-Apr-26	15-May-26	31-Aug-26	21-Sep-26	4-Jan-27	22-Jan-27
Curriculum Chair	Post Start-Up Planning Number review for next term	12-May-26	19-May-26	15-Sep-26	21-Sep-26	19-Jan-27	25-Jan-27
AWSS Chair	Collection and Approval of Faculty Restrictions. This includes Full Time faculty accomodations approved by HR, these would be entered into the restirctions form by the Chair once approved	16-Apr-26	24-Apr-26	18-Sep-26	28-Sep-26	19-Jan-27	27-Jan-27
AWSS Chair AEO	Instructor Assignment Entries Complete (including off-cycle programs and TBA's entered after IA Download)	28-May-26	28-May-26	28-Sep-26	28-Sep-26	27-Jan-27	27-Jan-27
Chairs Deans	Deans to review SWFs prior to Director	10-Mar-26	20-Mar-26	14-Oct-26	16-Oct-26	19-Feb-27	23-Feb-27
AWSS Chair Dean	Begin Onboarding of new contract faculty, refresher for existing.	23-Mar-26	23-Mar-26	24-Aug-26	24-Aug-26	1-Mar-27	1-Mar-27
Director, AEO	School SWF to be sent to Director to review to ensure maximization by this day. Director will review and return with comments. Director will review again once changes made.	28-Mar-26	5-Apr-26	2-Nov-26	6-Nov-26	8-Mar-27	12-Mar-27
School Offices Timetabling Director	Timetable Verification (including off-cycle programs)	7-Jul-26	9-Jul-26	9-Nov-26	11-Nov-26	11-Mar-27	15-Mar-27
Timetabling	Post Verification Changes in consultation with TT (chairs need to be readily available)	10-Jul-26	16-Jul-26	12-Nov-26	18-Nov-26	16-Mar-27	22-Mar-27
AWSS Chair	Final SWFs & MWA's sent to Faculty once Director has given green light. Director will provide green light to move forward with sending SWFs, Program Coordinator Baseline Duties and Non Teaching Memo if applicable.	19-May-26	26-May-16	13-Nov-26	20-Nov-26	18-Mar-27	25-Mar-27
Timetabling	Term Upload (including off-cycle programs)	21-Jul-26	21-Jul-26	23-Nov-26	23-Nov-26	25-Mar-27	25-Mar-27
AWSS Chair	Send offers to contract faculty for teaching assignments - 6 days after swfs issued as long as no discrepancy. For those going to WMG, hold contracts that may affect until after	26-May-26	29-May-26	23-Nov-26	23-Nov-26	29-Mar-27	29-Mar-27
Records	Mass Student Load/Regisration Begins	4-Aug-26	21-Sep-26	7-Dec-26	22-Jan-27	12-Apr-27	21-May-27
AWSS Chair	Send Contract Summary to Contract Faculty for signature	10-Aug-26	Ongoing	7-Dec-26	Ongoing	12-Apr-27	Ongoing
Student Accounts	Fees due	7-Aug-26	7-Aug-26	11-Dec-26	11-Dec-26	9-Apr-27	9-Apr-27
Records	EdPlan Registration	10-Aug-26	21-Sep-26	14-Dec-26	22-Jan-27	19-Apr-27	21-May-27
Records	One-Off Timetables	10-Aug-26	21-Sep-26	14-Dec-26	22-Jan-27	19-Apr-27	21-May-27
AWSS Chair	Contract Data	24-Aug-26	24-Aug-26	14-Dec-26	14-Dec-26	26-Apr-27	26-Apr-27
Records	Grades Due and Probation Processing	18-Aug-26	18-Aug-26	22-Dec-26	22-Dec-26	27-Apr-27	27-Apr-27
Records	Learning Plans	18-Aug-26	21-Sep-26	22-Dec-26	22-Jan-27	27-Apr-27	21-May-27
Student Systems Curriculum	GenEd selection window	31-Aug-26	31-Aug-26	4-Jan-27	4-Jan-27	3-May-27	3-May-27
Records	A/D/S & PT Registration Timetable builds	4-Sep-26	4-Sep-26	8-Jan-27	8-Jan-27	7-May-27	7-May-27
Timetabling Records	Sem1 A/D/S	15-Sep-26	15-Sep-26	18-Jan-27	18-Jan-27	17-May-27	17-May-27
Facilities	BookIt portal Open	21-Sep-26	21-Sep-26	22-Jan-27	22-Jan-27	21-May-27	21-May-27
Curriculum	TCH Report	16-Oct-26	16-Oct-26	19-Feb-27	19-Feb-27	18-Jun-27	18-Jun-27