



Adherence to scheduling building dates and processes are essential to ensuring a smooth rollout of the schedule. When dates and deadlines are missed, it has a cascading effect on registration processes.

A. A

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- a. The Associate Dean is responsible for coordinating all scheduling activities for the college and for designating a proxy to make decisions on scheduling in their absence. The proxy is also responsible for delegating scheduling responsibilities to another individual if the usual schedule builder is not available.
- b. The Associate Dean is responsible for ensuring that all deadlines are met.
- c. To add or remove an individual from the schedule list, please contact schedulebuilder@kennesaw.edu. The Associate Dean is responsible for notifying the Registrar when a schedule builder changes.

B. S

B

- a. The schedule builders are responsible for building the academic schedule.
- b. All new schedule builders are required to have training by UITS and the Office of the Registrar staff as it relates to scheduling building in Banner, EMS/25Live and LSS. Access will not be provided until the employee has received the required training and fully understands their responsibilities and deadlines related to academic scheduling.