



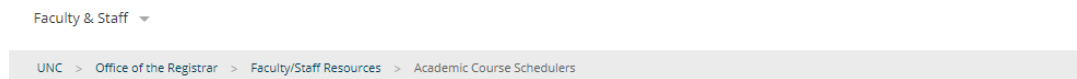
25Live Pro

Academic Scheduling Resources

Please Direct any 25Live questions to: 25LiveHelp@unco.edu

Scheduling courses can be an intricate process. Please utilize the “Academic Course Schedulers” tools found on the Office of the Registrar’s web page under the Faculty & Staff dropdown.

www.unco.edu/registrar



Academic Course Schedulers

Academic scheduling is a complex process involving many units on campus. Decision-making begins with the academic unit. Each unit is represented by an academic scheduler, who works with faculty and administration to build and maintain course offerings. This page is designed to serve as a resource for UNC's academic schedulers.



Forms

- Class Schedule Update Form
- Class Scheduling Blocks



Calendars

- Academic Term Calendar
- Step Calendar
- 3-Year Calendar
- Special Term/Short Course Deadlines



Reference Guides

- Academic Course Scheduling User Guide
- Prime Time Scheduling Procedures
- Room Use Codes
- Instructional Method Table
- Common Banner Codes

The Office of the Registrar is also a great resource for answering a multitude of questions:

Office of the Registrar Phone: 970-351-4862 (Option #2)
Scheduling & Registration Coordinator: shonna.ulibbarri@unco.edu
Academic Scheduling Support Specialist: carri.bloomer@unco.edu
Curriculum Liaison Specialists: Jennifer.Atterbury-Cherico@unco.edu and kim.betz@unco.edu
Registration and Registrar Services: Registrar@unco.edu
Degree Works Specialists/Graduation Team: graduation@unco.edu
Transfer Team: transfereval@unco.edu
VA Certified Officers: sco.va@unco.edu
25Live Support: 25LiveHelp@unco.edu