



25Live Pro

Academic Scheduling Resources

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

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

www.unco.edu/registrar

UNC > Office of the Registrar > Faculty/Staff Resources > Academic Course Schedulers

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

- Course Schedule Update Form
- Course Schedule Update Form Help Sheet
- Class Scheduling Blocks



Calendars


- Academic Term Calendar
- Class Scheduling Calendar
- 3-Year Academic Calendar
- Special Term/Short Course Deadlines
- Final Exam Schedule



Reference Guides

- Prime Time Scheduling Procedures
- Room Use Codes
- Common Banner Codes

25Live Training and Reference Guide

 [Procedures/Guidelines for Academic Scheduling](#)

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

Office of the Registrar Main Contact: 970-351-4862 (Option #2) or registrar@unco.edu

Scheduling & Registration Coordinator: shonna.ulibbarri@unco.edu

Academic Scheduling Support Specialist: carri.bloomer@unco.edu

Curriculum Liaison Specialists: kati.guerrero@unco.edu and kim.betz@unco.edu

Degree Works Specialists/Graduation Team: graduation@unco.edu

Transfer Team: transfeval@unco.edu

VA Certified Officers: sco.va@unco.edu

25Live Support: 25LiveHelp@unco.edu