The following amended timeline outlines upcoming ANU Timetable related tasks for Semester 2 2020, due to changes in delivery resulting from COVID-19.

### Notes
- Schools/Colleges must ensure changes are entered into SAS
- The Timetable Production Timeline is for the Timetabling Unit, Academics and Professional Staff.
- Students should refer ANU Timetable for timetabled courses.
- We recommend that you check the Timetable Timeline regularly as unavoidable changes can occur. We aim to keep changes to the absolute minimum and within policy guidelines.

### Glossary
- **WDC**: Web Data Collector
- **PoS**: Programs of Study

### Timetable Production Timeline

<table>
<thead>
<tr>
<th>Stage</th>
<th>Start Date</th>
<th>End Date</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Check</strong></td>
<td>9 Mar – 26 May 2020</td>
<td></td>
<td>College/School to Timetabling Unit</td>
</tr>
<tr>
<td><strong>Teaching Unavailability Opens for Updates</strong></td>
<td>20 - 26 May 2020</td>
<td></td>
<td>College/School Academic Staff</td>
</tr>
<tr>
<td><strong>ADE’s Review Teaching Unavailability</strong></td>
<td>27 - 31 May 2020</td>
<td></td>
<td>College/School Academic Staff</td>
</tr>
<tr>
<td><strong>Timetable Build</strong></td>
<td>2 – 12 Jun 2020</td>
<td></td>
<td>Timetable Team</td>
</tr>
<tr>
<td><strong>Preliminary S2 Timetable Release &amp; Review Period</strong></td>
<td>15 - 24 Jun 2020</td>
<td></td>
<td>College/School to Timetabling Unit</td>
</tr>
<tr>
<td><strong>Final Timetable Released to Students</strong></td>
<td>6 Jul 2020</td>
<td></td>
<td>Timetable Team</td>
</tr>
<tr>
<td><strong>Release of S2 Tutorial Allocation</strong></td>
<td>6 Jul 2020 onwards</td>
<td></td>
<td>College/Schools</td>
</tr>
</tbody>
</table>

**Action**
- Critical changes to S2 2020 are provided to the Timetabling Unit including:
  - New courses for S2
  - Changes to the PoS
- Full-Time and Part-Time teaching staff have an opportunity to submit any amendments to their S2 teaching unavailability by cob 26 May via eForm
- Staff unavailability request reports will be available to all ADEs for review in Insight Reporting.
- All the approvers are required to review requests and take necessary actions until 31 May 2020.
- The Timetable unit build the S2 timetable based on the information submitted via:
  - WDC
  - Staff Unavailability eforms
  - Amendments to the above, communicated by school/college admin staff
- Timetable Team publishes Preliminary Timetable
  - Colleges/Schools check the Preliminary S2 Timetable and work with the Timetable Unit to resolve any issues. And submit changes by Qualtrics From
- Semester 2 Timetable is formally published to students
  - NB Qualtrics form will remain open until Aug for unapproved changes
- Colleges & Schools commence the release of S2 tutorials.