



KENNESAW STATE
UNIVERSITY

Schedule Building Processes

Last Updated: 7/26/2024

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. Associate Dean

- 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. They are 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.