

## OVERVIEW OF PROCEDURES FOR BUILDING THE CLASS SCHEDULE

**Step 1:** Update PRCO on MVS or WIUP for the term that will be built.

**Step 2:** Select how you would like the schedule to be built on MSFS (via WIUP).

1. Follow **STEP 2: MASTER SCHEDULE FILE BUILD START (MSFS) SCREEN INSTRUCTIONS.**
2. On MSFS you may choose to either:
  - a. Start from a blank schedule using projected course offerings (those courses identified on the PRCO screen), or
  - b. Start from a copy of last year's class schedule, if you want to model the new blank class schedule after the previous year's schedule for that term.

**Step 3:** Access MSFB (via WIUP) and update your blank class schedule.

1. Follow **STEP 3: MASTER SCHEDULE FILE BUILD (MSFB) SCREEN INSTRUCTIONS.** (Much of this information is also available by clicking on the "HELP" link at the top of the MSFB screen.)
2. Update each course section for all courses you will offer for the given term.
3. Once all updates are complete, print a copy of the schedule by clicking on the "Print Schedule" button. Save one printed copy for your records and submit one printed copy to your Dean's Office per the dates specified on the Class Schedule Master Calendar. **PLEASE NOTE: Access to MSFB will be shut off the day the schedule is due in your Dean's Office. No further updates to the schedule may be made using the MSFB screen.**

**Step 4:** Schedule proofs sent to departments.

1. Two schedule proofs will be sent to departments:
  - a. one for Macomb campus, online, and off-campus courses and
  - b. one for WIU-Quad Cities and all video conference (formerly CODEC course sections).
2. **You will not have access to MSFB during the proofing process. All changes must be submitted on the hard copy. Submit the revised proofs to your Dean's Office per the dates specified on the Class Schedule Master Calendar.**

**Step 5:** Make schedule revisions as needed after proofs have been submitted and schedule is finalized.

1. You will be notified when the MSFA, MSFC, and MSFM screens on MVS are available for you to submit changes.