



Oklahoma State University

How to Submit for Schedule Validation

Navigate to the class schedule by clicking the name of the department on your Coursedog Scheduling Management homepage:

The screenshot shows the Scheduling Management interface. On the left is a sidebar with navigation options: Home, Requests, Section Dashboard, and Instructors. The main area features a timeline with milestones: 2024 Fall - Phase 5: First Few Weeks of Term (8/19/2024), 2025 Summer - Phase 1: Draft Schedule and Submit for Validation (9/3/2024), 2025 Spring - Phase 3: Schedule Published (9/23/2024), 9/25/2024, 2024 Fall - Edit Via Requests Only (9/30/2024), and 2025 Spring - Phase 4: Final Registrar Error Resolution & Prepare for Student Enrollment (10/7/2024). Below the timeline is a 'Departmental Status (Summer 2025)' section with a blue button for 'Phase 1 - Departments Draft Class Schedule and submit for Schedule Validation (open editing)'. A search bar is present. A table lists departmental status:

NAME	SCHEDULERS	COURSES	SECTIONS	CONFLICTS	VALIDATION	SUBMISSION
Registrar	No Schedulers	13	17	0		In Progress

Check the schedule for any yellow or red flags. These issues must be resolved via section updates or Rule Exception Requests before you can submit for validation. Contact gurooms@okstate.edu for assistance.

The screenshot shows the Section Dashboard interface. The sidebar on the left includes: Home, Requests, Section Dashboard, Instructors, Preference Forms, Reports, and Relationships. The main area is titled 'Section Dashboard Phase 1 - Departments Draft Class Sch' and has a search bar. A dropdown menu shows 'Spring 2025 - Current Planning Term'. There are tabs for SECTIONS, COURSES, CALENDAR, and DEPARTMENTS. Below the tabs, it says 'Viewing 1-18 of 18'. A table lists sections with icons for status:

Section ID	Status
TEMP0999	Green checkmark
TEMP1110	Green checkmark
TEMP1110	Yellow warning triangle

Hovering over each flag will display a brief summary of the issue.

Once all issues have been resolved and no flags remain, click the DEPARTMENTS tab located at the top left area of the page:

Select Term
Spring 2025 – Current Planning Term

SECTIONS COURSES CALENDAR **DEPARTMENTS**

Viewing 1-18 of 18

✓ 🗑️ ☰ 📈 TEMP0999

This will bring you to a page with all academic departments as they are currently listed in Banner and Courshedog. Either scroll through the list or use the search box to locate your department. Once located, click the **VALIDATE SCHEDULE** button to the right of your department’s name:

Registrar No Schedulers 15 18 1 **VALIDATE SCHEDULE** SHOW SECTIONS

Review Schedule Conflicts

As of 11/07/2023 10:59 PM

SECTION RULES MEETING PATTERN RULES BOTTLENECKS PREFERENCES

Congratulations! There are no section conflicts in your current schedule.

Schedule in progress

SUBMIT FOR VALIDATION

A window will appear with a message notifying you that there are no remaining conflicts. Click the **SUBMIT FOR VALIDATION** button at the bottom right corner:

Complete! The Schedule Validation request will be sent through a workflow for review. Reviewers may approve the request or send it back to you (the author). Once any requested edits are complete, you will need to send the request back forward through the workflow by approving it in the Requests tab.