

Courses and Academic Scheduling Unit Jobs	
Linda Coco	Assistant Registrar
Melinda Miller	Course Specialist
Natasha Clark	Scheduling Analyst
Erik Staiger	Scheduling Analyst
Margaret Stewart	Scheduling Analyst
Deborah Brieze	Courses and Scheduling Assistant

Courses and Academic Scheduling Unit Duty Assignment
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Point-of-Contact		
Manager		
Linda Coco	linda.coco@ucr.edu	Supervises courses and scheduling staff
Course Management		
Melinda Miller	melinda.miller@ucr.edu	Manages all aspects of the course approval process; provides guidance and training to department schedulers and faculty on the General Policies Governing Courses of instruction; system testing for enhancements and upgrades
Academic Scheduling		
Natasha Clark	natasha.clark@ucr.edu	Shared responsibility for: Manage all Academic Scheduling (25Live Pro/Banner) in General Assignment classrooms for Fall, Winter, and Spring terms, including final exams; auditing of sections for errors and compliance; collecting data for the Academic Scheduling Quarterly Report; conduct training for campus schedulers on the processes and procedures for scheduling; system testing for enhancements and upgrades
Erik Staiger	erik.staiger@ucr.edu	
Margaret Stewart	margaret.stewart@ucr.edu	
Work Front Tickets		
Deborah Brieze	deborah.brieze@ucr.edu	Instrutor Maintenance
Melinda Miller	melinda.miller@ucr.edu	Breadth; Prerequisites, Restrictions & Catalog Adjustments; Titles/sub-titles & Repeat Requests; Priority Enrollment
Natasha Clark	natasha.clark@ucr.edu	Add department users in 25Live Pro, Course/Section systems troubleshooting (Banner/25Live Pro)
Erik Staiger	erik.staiger@ucr.edu	
Margaret Stewart	margaret.stewart@ucr.edu	
Non-Academic Scheduling		
Deborah Brieze	deborah.brieze@ucr.edu	Coordinates HUB scheduling for events/study sessions in EMS and 25Live. Orientation scheduling.
Section Cancellations		
Deborah Brieze	deborah.brieze@ucr.edu	Reviews precancelled sections, drops students, updates sections to cancelled status