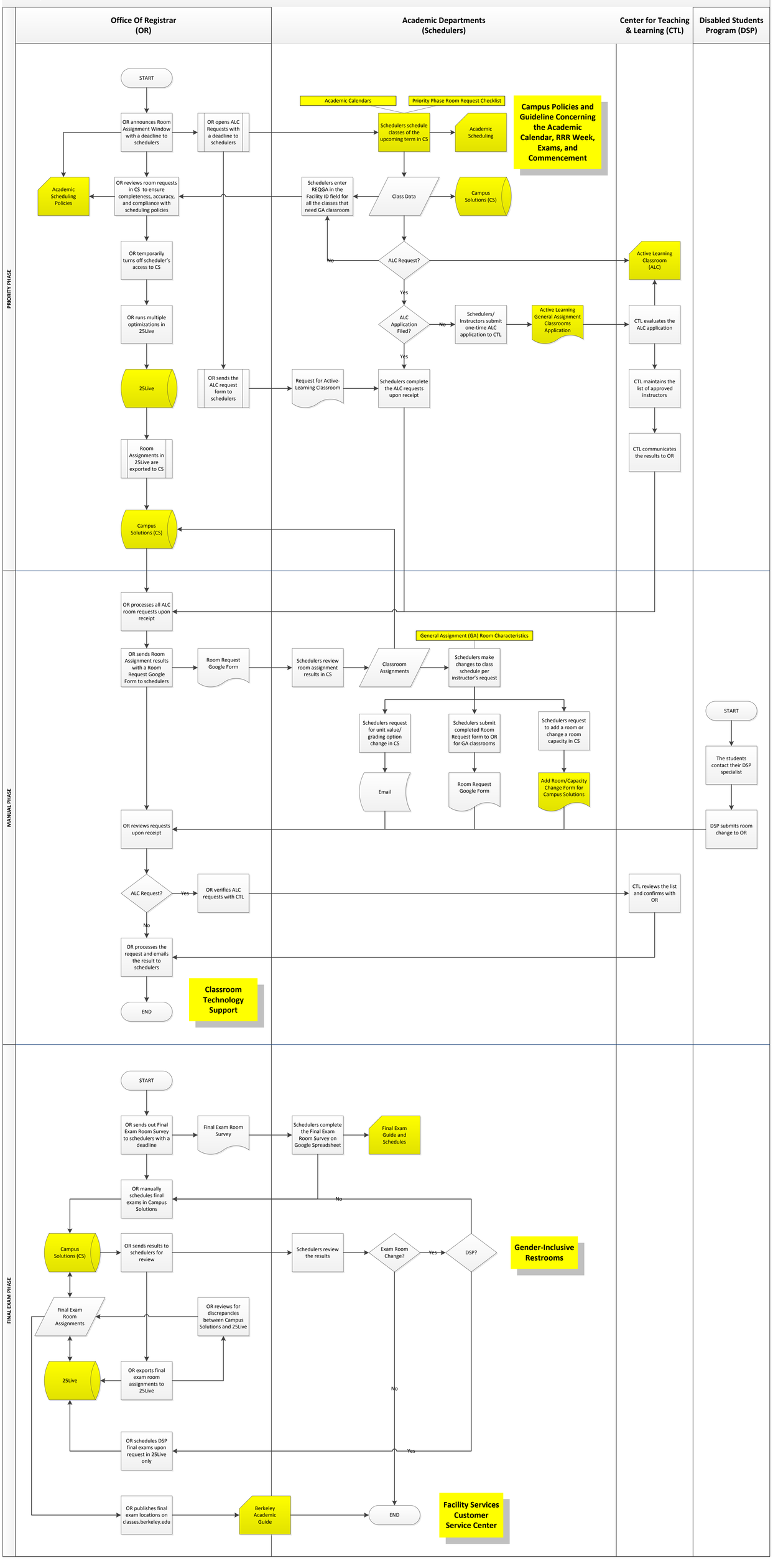FALL/SPRING SCHEDULING PROCESS FLOWCHART