



## Class Schedule Building Timeline

### Summer 2024 Sessions

OU: 5/29/2024-8/2/2024 (finals: 8/5-9/2024)  
 OU1: 5/29/2024-6/28/2024 (finals: 7/1-2/2024)  
 OU2: 7/3/2024-8/2/2024 (finals: 8/5-6/2024)

Date	Activity
12/4/2023	<p><b>Class Schedule Building Begins.</b>            Colleges and departments begin building their class schedules in PeopleSoft into spaces allocated to their college/department. <b>Colleges are expected to cooperate by respecting the timeline and only scheduling into spaces allocated to their college/department.</b></p>
12/4/2023	<p><b>Colleges/Departments schedule their Summer Large Lecture Classes</b> (enrollment capacity <math>\geq 72</math>) <b>into Large Lecture Spaces in PeopleSoft for which scheduling priority has been allocated in the <a href="#">Principles and Procedures for Scheduling Large Lecture Classes</a>.</b> Ensure that large lecture classes are assigned in appropriately sized instructional spaces.</p>
1/2/2024	<p>Schedule of classes will become <b>available in BroncoDirect for students to access/view.</b></p>
1/16/2024 (varies by college)	<p><b>Intra-College Scheduling</b> begins.            This is the period when department schedulers work with their College Scheduling Coordinator and/or other department schedulers within their college to request spaces that have been allotted to their college for their scheduling needs. <b>Department schedulers should contact their College Scheduling Coordinator/Dean’s Office to address conflicts for spaces.</b></p>
1/29/2024	<p><b>Inter-College Scheduling</b> begins.            This is the period when any remaining available <b>lecture</b> spaces, <b>including large lecture spaces</b>, can be assigned to any scheduled class needing an instructional space. <b>Colleges are expected to cooperate by respecting the timeline and releasing unused lecture spaces that were allocated to their college.</b></p> <p><b>NOTE:</b> All <b>laboratory</b> spaces are considered special-purpose rooms. Authorization from the college must be given to the requestor prior to assigning any laboratory space to a scheduled class in PeopleSoft.</p>
2/12/2024	<p>Schedule of classes <b>temporarily frozen in PeopleSoft for analysis and clean-up</b> (schedule is frozen at 12:00 AM). Colleges/departments will not be able to make changes during this time.</p> <p>Email requests to <b>link co-requisite and combine class sections</b> to the Scheduling Team (<a href="mailto:scheduling@cpp.edu">scheduling@cpp.edu</a>).</p> <p>In preparation for priority registration, Academic Programs will identify and provide reports to colleges and departments of all class sections that are reflecting as <b>Variable Units, Multiple Components, non-Face-to-Face Instruction Modes, and/or have a Waitlist Capacity equal to 0</b>. Colleges and departments will review reports and update their class sections as necessary.</p> <p>Academic Programs will run a process to <b>check on the Auto Enroll from Waitlist box and update the waitlist cap</b> for all active class sections.</p>

Date	Activity
2/19/2024	Schedule of classes will be <b>un-frozen and returned to colleges and departments</b> (at 12:00 AM).
2/26/2024-4/24/2024	<b>Registration Advising</b> Period
3/18-19/2024	<b>Priority Registration</b> Period
3/20/2024	<b>Student Parent Registration</b> Period
3/21/2024-5/1/2024	<b>General Registration</b> Period
<b>OU/OU1:</b> 4/25/2024 <b>OU2:</b> 5/22/2024	<b>Student Fees Due</b> <b>NOTE:</b> Changes to Variable Unit classes after this date may negatively affect the enrolled students' fees and financial aid received.
<b>OU:</b> 5/6-6/5/2024 <b>OU1:</b> 5/6-6/5/2024 <b>OU2:</b> 5/6-7/8/2024	<b>Add/Drop without record</b> Period
<b>OU:</b> 5/29/2024 <b>OU1:</b> 5/29/2024 <b>OU2:</b> 7/3/2024	<b>First Day of Classes</b>
<b>OU:</b> 6/24/2024 <b>OU1:</b> 06/10/2024 <b>OU2:</b> 07/15/2024	Academic Programs will run process to <b>CANCEL all class sections with zero enrollment.</b>
<b>OU:</b> 6/24/2024 <b>OU1:</b> 6/10/2024 <b>OU2:</b> 7/15/2024	<b>Class schedule will be permanently frozen in PeopleSoft</b> in preparation for Academic Planning Database (APDB) reporting to the Chancellor's Office. Colleges/Departments will not be able to make any additional changes to the class schedule.
<b>OU:</b> 6/24/2024 <b>OU1:</b> 6/10/2024 <b>OU2:</b> 7/15/2024	<b>Census</b>
<b>OU:</b> 8/2/2024 <b>OU1:</b> 6/28/2024 <b>OU2:</b> 8/2/2024	<b>Last Day of Classes</b>
<b>OU:</b> 8/5-9/2024 <b>OU1:</b> 7/1-2/2024 <b>OU2:</b> 8/5-6/2024	<b>Final Exams</b>

Updated 02/29/2024