

# Class Scheduling Procedures

1. It is our assumption that each department has a Department Scheduler and each college has a College Scheduling Coordinator. Specific details of each College Scheduling Coordinator's role may vary from college to college. The College Scheduling Coordinator is the liaison to the Office of Academic Programs.
2. Lecture and Laboratory spaces have been allocated to colleges based on college instructional needs. College allocations will be reviewed periodically to ensure alignment with changes, needs, and demands of the colleges. Colleges can make space assignments to their departments as appropriate.
3. Large lecture spaces are defined as instructional spaces with a seating capacity of 72 or higher. Special purposes, high-capacity spaces (e.g., University Theatre, Recital Hall) are not included in this definition. The ***Principles and Procedures for Scheduling Large Lecture Classes*** can be accessed via the Office of Academic Programs webpage:
  - <https://www.cpp.edu/academic-programs/scheduling/large-classroom-procedures.shtml>
4. Class scheduling principles and rules, building guides, building timelines, and forms are available on the Office of Academic Programs webpage:
  - <https://www.cpp.edu/academic-programs/scheduling/index.shtml>
5. Beginning with the date when **Class Schedule Building Begins** through the end of the **Intra-College Scheduling Period**, departments can schedule their class sections into spaces allocated to their college/departments.
  - The ***Schedule Building Timelines*** for each term can be accessed via the Office of Academic Programs webpage: <https://www.cpp.edu/academic-programs/scheduling/schedule-building-timeline.shtml>
6. On the **Schedule Building Timelines**, the 'Intra-College' Scheduling Period, which may vary college to college, is when Department Schedulers *request spaces that are allocated to their college from their College Scheduling Coordinator/Dean's Office or other department schedulers within their college* for the department's scheduled classes.
  - As much as possible, the Department Schedulers and College Scheduling Coordinators should attempt to find spaces that are allocated to their college for all scheduled classes during this period.
7. On the **Schedule Building Timelines**, the 'Inter-College' Scheduling Period is when *any remaining available Lecture space* can be assigned to any scheduled class needing a **Lecture** space. **The colleges are expected to cooperate by respecting the timelines and release unused Lecture spaces that are allocated to their college.**
  - As much as possible, colleges should **optimize the seat utilization rate** of the scheduled space in order to utilize spaces to the maximum extent possible for classes.
  - All **Laboratory** 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 during any of the Schedule Building Timelines.
8. As noted on the Schedule Building Timelines for the applicable term, the **Schedule of Classes will revert** to the Office of Academic Programs for review and *access to the schedule will be frozen* during this time. The Schedule of Classes entered by the colleges and departments should be as close to the final schedule as possible by this point.
9. Once the **Office of Academic Programs has completed their review**, the schedule will *reopen and become available* to the colleges and departments to make any necessary changes. Changes should be made prior to Priority Registration; **changes that are made after registration need to be communicated with the enrolled students.**
  - **Do NOT update the Meeting Day(s)/Time(s)/Date(s)** once students are enrolled, as it may cause time conflicts for students. If this is needed, cancel class section and reschedule as a new class section.
  - **Do NOT update the Instruction Mode** once students are enrolled. **If this is needed, approval from your Associate Dean and Department Chair are required before updates can be made.**

- **Do NOT update the Unit(s) for Variable Units Classes** once students are enrolled. A reduction/increase in units may impact fees, tuition, and/or the amount of financial aid students receive for various aid programs, including loans. If this is needed, contact [scheduling@cpp.edu](mailto:scheduling@cpp.edu) for assistance.
10. Department Schedulers and College Scheduling Coordinators can **search for spaces** via [25Live](#). A step-by-step guide on [How to Search for Available Locations](#) as well as other 25Live guides are available on the Office of Academic Programs [webpage](#). Department Schedulers can assist College Scheduling Coordinators by identifying potential available spaces when submitting a request to the College Scheduling Coordinator.
11. Classes that are not scheduled **during an Approved Time Module** ([xlsx](#) | [PDF](#)) and *cannot be rescheduled* to an alternative Approved Time Module will need to **submit a 'Time Module HVAC/Deviation Request'** form to the Office of Academic Programs for review and approval by the AVP for Academic Programs prior to Registration Advising Period for the term. For assistance, contact [scheduling@cpp.edu](mailto:scheduling@cpp.edu).
- Lecture and seminar classes 2-units or greater that have been **approved to be scheduled outside of the Approved Time Modules** will need to submit a 25Live Request **to schedule and reserve a space for the Final Exam**.
  - [Policy 1201 \(Final Exam Policy\)](#) requires that in-class final examinations **shall be administered only during the final exam week and only at the time published by the University**. When a student finds that two or three of his/her final examinations coincide or occur on the same day, the student may wish to arrange with the professor of one of the courses to schedule a mutually convenient time for the final examination. In these cases, while it is encouraged and hoped that the instructor and student can agree on a mutually convenient final examination time, the instructor retains the authority to permit the change of time for the examination.

**THE CAMPUS IS EXPECTED TO ADHERE TO THE SCHEDULE BUILDING TIMELINES AND TO RELEASE UNUSED SPACES ALLOCATED TO THEIR COLLEGE AT THE BEGINNING OF INTER-COLLEGE SCHEDULING PERIOD.**