CalPolyPomona

Class Schedule Building Timeline

Fall 2023 Semester
8/24/2023 - 12/10/2023
(finals: 12/11-17/2023)

Date	Activity
1/9/2023	**Class Schedule Building Begins** Colleges and departments begin building their class schedules in PeopleSoft into non-large lecture spaces allocated to their college/department. **Colleges are expected to cooperate by respecting the timeline and only scheduling into non-large lecture spaces allocated to their college/department.**
1/9/2023	**Scheduling Large Lecture Classes (Enrollment Capacity ≥72)** Colleges/Departments schedule their Large Class sections with enrollment capacity of ≥72 in PeopleSoft. **Include** the Meeting Days, Meeting Times, and Start/End dates in applicable fields of the Meeting Pattern row. **Exclude** the Facility ID; this will be entered by the Scheduling Team in the Office of Academic Programs.
2/6/2023 (varies by college)	**Intra-College Scheduling 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. **Department schedulers should contact their College Scheduling Coordinator/Dean's Office to address conflicts for spaces.**
2/6/2023	**Assignment of Large Lecture Spaces to Large Lecture Classes** The Office of Academic Programs will start **the process of assigning Large Lecture Spaces to Large Lecture Classes** scheduled in the PeopleSoft Schedule of Classes with an enrollment capacity of ≥72 and a class status of **Active**. The Scheduling Team will provide colleges and departments a report of the large lecture spaces assigned to large lecture classes when assignments have been completed. **NOTE:** Assignments of large lecture spaces completed by the department will be ignored and/or removed from the PeopleSoft Schedule of Classes by the Scheduling Team. Large lecture classes with a class status of **Tentative** or **Stop Further Enrollment** will **NOT** be assigned an instructional space.
2/20/2023	**Inter-College Scheduling Begins** This is the period when any remaining available **lecture** spaces, **excluding large lecture spaces**, can be assigned to any scheduled class needing an instructional space. **Colleges are expected to cooperate by respecting the timeline and releasing unused non-large lecture spaces that were allocated to their college.** **NOTE:** 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 in PeopleSoft.
2/27/2023 (tentative)	**BroncoDirect Class Schedule** Schedule of classes is available in BroncoDirect for students, staff, faculty, and administrators to view.

<table>
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Date	Activity
3/6/2023	**PeopleSoft Schedule of Classes Unavailable to Schedulers** Schedule of classes is **temporarily frozen in PeopleSoft for analysis and clean-up** (schedule is frozen at 12:00 AM). Colleges/departments will not be able to make changes during this time. In preparation for priority registration, Academic Programs will identify and provide reports to colleges and departments of all class sections that are reflecting as **Variable Units** or **Multiple Components**. Colleges and departments will review reports and update their class sections as necessary when access is available again. The Scheduling Team will run a process to **check the Auto Enroll from Waitlist box and populate the Wait List Capacity to match Enrollment Capacity** for all active class sections that do not require consent.
3/13/2023	**PeopleSoft Schedule of Classes Available to Schedulers** Schedule of classes is **un-frozen and returned to colleges and departments** (at 12:00 AM).
3/13/2023	**Large Lecture Spaces Revert Back to Colleges/Departments** Any available **Large Lecture Spaces will revert back to colleges and departments** for scheduling classes. Ensure that large lecture classes are assigned in appropriately sized instructional spaces.
3/27/2023 - 6/6/2023	**Registration Advising** Period
4/7/2023	Academic Programs will run a process to **check the Auto Enroll from Waitlist box** for all active class sections that do not require consent.
4/10/2023 - 4/11/2023	**Priority Registration** Period
4/12/2023 - 6/6/2023	**General Registration** Period
7/20/2023	**Student Fees Due** <u>NOTE:</u> Changes to Variable Unit classes after this date may negatively affect the enrolled students' fees and financial aid received.
8/10/2023	Academic Programs to run a process to **clone the Regular Academic Session Schedule of Classes (course offer #1) to create the Open University Session Schedule of Classes (course offer #2)**. (OU registration starts one week prior to the beginning of the Add/Drop without record period.)
6/7/2023 - 8/4/2023 (tentative)	New Student Orientation
8/14/2023 - 9/7/2023	**Add/Drop without record** Period
8/24/2023	**First Day** of Classes

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9/21/2023	Academic Programs will run process to **CANCEL all class sections with zero enrollment**.
9/21/2023	**Class schedule will be permanently frozen in PeopleSoft** 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.
9/21/2023	**Census**
12/10/2023	**Last Day of Classes**
12/11/2023 - 12/17/2023	**Final Exams**