

Class Schedule Building Timeline

Spring 2023 Semester

1/21/2023-5/12/2023



CalPolyPomona

Date	Activity
1/10/2022	<p>Class Schedule Building Begins. Colleges and departments begin building their class schedules in PeopleSoft.</p>
1/10/2022	<p>Colleges/Departments schedule their Large Class sections with enrollment capacity of ≥ 72 in PeopleSoft. NOTE: Include the Meeting Days, Meeting Times, and Start/End dates in applicable fields of the Meeting Pattern row. Omit the Facility ID; this will be entered by the Scheduling Team in Academic Programs.</p>
2/5/2022 <i>(tentative)</i>	<p>Schedule of classes will become available in BroncoDirect for students to access/view.</p>
7/5/2022 7/4/2022	<p>Intra-College Scheduling begins. This is the period when department schedulers work with their College Scheduling Coordinator to request and/or to address conflicts for spaces that have been allotted to their college for their scheduling needs.</p>
6/16/2022	<p>Academic Programs will start the process to assign instructional spaces for all scheduled Large Class sections, which are identified in PeopleSoft schedule of classes with Enrollment Capacity of ≥ 72 and Active class status. NOTE: Class sections with a class status of Tentative or Stop Further Enrollment will NOT be assigned an instructional space.</p>
6/27/2022	<p>Academic Programs will provide colleges and departments a report of the instructional spaces assigned to all scheduled Large Class sections.</p>
8/1/2022	<p>Inter-College Scheduling begins. This is the period when any remaining available lecture spaces can be assigned to any scheduled class needing an instructional space. The colleges are expected to cooperate by respecting the timelines and release unused lecture spaces that were allocated to their college.</p>
8/22/2022	<p>Schedule of classes 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.</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 Variable Units, Multiple Components, and/or non-Face-to-Face Instruction Modes. Colleges and departments will review reports and update their class sections as necessary.</p> <p>Academic Programs 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.</p> <p>Forward requests to link co-requisite class sections and/or combine cross/dual listed class sections to the Scheduling Team (scheduling@cpp.edu).</p>

Date	Activity
8/29/2022	Schedule of classes will be un-frozen and returned to colleges and departments (at 12:00 AM).
10/10- 11/23/2022	Registration Advising Period
10/14/2022	Academic Programs will run a process to check the Auto Enroll from Waitlist box for all active class sections that do not require consent.
10/17/2022 - 10/18/2022	Priority Registration Period
10/19/2022 - 12/7/2022	General Registration Period
12/8/2022	Student Fees Due NOTE: Changes to Variable Unit classes after this date may negatively affect the enrolled students' fees and financial aid received.
1/5-6/2023 <i>(tentative)</i>	New Student Orientation
1/4/2023	Academic Programs to run process to un-check the Auto Enroll from Waitlist box for all active class sections as <i>New Student Registration begins</i> .
1/9/2023	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.)
1/9/2023	Academic Programs to run process to re-check the Auto Enroll from Waitlist box for all active class sections as <i>New Student Registration ends</i> .
1/9/2023 - 2/3/2023	Add/Drop without record Period
1/10/2023	Any available Large Lecture Spaces will revert back to colleges and departments for scheduling classes.
1/21/2023	First Day of Classes
2/16/2023	Academic Programs will run process to CANCEL all class sections with zero enrollment .
2/16/2023	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.
2/17/2023	Census
5/12/2023	Last Day of Classes
5/13/2023 - 5/19/2023	Final Exams

Updated 2/1/2022