

Class Schedule Building Timeline

Spring 2024 Semester

1/20/2024-5/10/2024

Date	Activity
1/9/2023	Class Schedule Building Begins. Colleges and departments begin building their class schedules in PeopleSoft.
1/9/2023	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.
6/5/2023	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.
6/12-13/2023	Schedule of classes temporarily frozen in PeopleSoft to start the process of assigning 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.
7/3/2023	Academic Programs will provide colleges and departments a report of the instructional spaces assigned to all scheduled Large Class sections.
7/10/2023	Inter-College Scheduling begins. This is the period when any remaining available lecture spaces, including large lecture spaces, can be assigned to any scheduled class needing an instructional space. Colleges are expected to cooperate by respecting the timelines and release unused lecture spaces that were allocated to their college. Note: Lab Spaces used outside of your college need approval from the college that the lab has been allocated to before scheduling your class in the space
8/21/2023	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. 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. 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. Forward requests to link co-requisite class sections and/or combine cross/dual listed class sections to the Scheduling Team (scheduling@cpp.edu).
8/28/2023	Schedule of classes will be un-frozen and returned to colleges and departments (at 12:00 AM).

Date	Activity
9/4/2023 <i>(tentative)</i>	Schedule of classes will become available in BroncoDirect for students to access/view.
10/9- 11/22/2023	Registration Advising Period
10/13/2023	Academic Programs will run a process to check the Auto Enroll from Waitlist box for all active class sections that do not require consent.
10/16/2023 - 10/17/2023	Priority Registration Period
10/18/2023	Student Parent Priority Registration
10/19/2023- 12/6/2023	General Registration Period
12/7/2023	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.
1/10-11/2024 <i>(tentative)</i>	New Student Orientation
1/3/2024	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>
1/8/2024	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.)
1/8/2024	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>
1/8/2024- 2/2/2024	Add/Drop without record Period
1/10/2023	Any available Large Lecture Spaces will revert back to colleges and departments for scheduling classes.
1/20/2024	First Day of Classes
2/16/2024	Academic Programs will run process to CANCEL all class sections with zero enrollment.
2/16/2024	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.
2/16/2024	Census
5/10/2024	Last Day of Classes
5/11/2024 - 5/17/2024	Final Exams

Updated 12/1/2022