

## Class Schedule Building Timeline

### Spring 2025 Semester

1/18/2025-5/9/2025

Finals: 5/10-16/2025

Date	Activity
1/8/2024	<b>Class Schedule Building Begins.</b> Colleges and departments begin building their class schedules in PeopleSoft.
1/8/2024	<b>Colleges/Departments schedule their Large Class sections with enrollment capacity of ≥72 in PeopleSoft.</b> <b>NOTE:</b> 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.
6/10/2024	<b>Intra-College Scheduling</b> 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.
6/17-18/2024	Schedule of classes <b>temporarily frozen in PeopleSoft to</b> start the process of <b>assigning instructional spaces for all scheduled Large Class sections</b> , which are identified in PeopleSoft schedule of classes with Enrollment Capacity of ≥ 72 and Active class status. <b>NOTE:</b> Class sections with a class status of Tentative or Stop Further Enrollment will NOT be assigned an instructional space.
6/19/2023	Academic Programs will provide colleges and departments a <b>report of the instructional spaces assigned to all scheduled Large Class sections.</b>
7/8/2024	<b>Inter-College Scheduling</b> 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. <b>Note: Lab Spaces</b> used outside of your college <b>need approval</b> from the college that the lab has been allocated to before scheduling your class in the space
8/19/2024	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.  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, and/or non-Face-to-Face Instruction Modes</b> . Colleges and departments will review reports and update their class sections as necessary.  Academic Programs will run a process to <b>populate the Wait List Capacity to match Enrollment Capacity</b> for all active class sections that do not require consent. Academic Programs will schedule a process to <b>check the Auto Enroll from Waitlist box</b> every half hour for all active class sections that do not require consent.  Forward requests to <b>link co-requisite class sections and/or combine cross/dual listed class sections</b> to the Scheduling Team ( <a href="mailto:scheduling@cpp.edu">scheduling@cpp.edu</a> ).

Date	Activity
8/26/2024	Schedule of classes will be <b>un-frozen and returned to colleges and departments</b> (at 12:00 AM).
8/26/2024	Any available Large Lecture Spaces will revert back to colleges and departments for scheduling classes.
9/3/2024 <i>(tentative)</i>	Schedule of classes will become <b>available in BroncoDirect for students to access/view</b> .
10/14-11/27/2024	<b>Registration Advising</b> Period
10/14-15/2024	<b>Priority Registration</b> Period
10/16/2024	<b>Student Parent Priority Registration</b>
10/17/2024- 12/4/2024	<b>General Registration</b> Period
12/5/2024	<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.
<i>(tentative)</i>	New Student Orientation
1/6/2025	Academic Programs to run a process to <b>clone the Regular Academic Session Schedule of Classes (course offer #1) to create the Open University Session Schedule of Classes (course offer #2)</b> .
1/6/2025- 1/31/2025	<b>Add/Drop without record</b> Period
1/18/2025	<b>First Day</b> of Classes
2/14/2025	Academic Programs will run process to <b>CANCEL all class sections with zero enrollment</b> .
2/14/2025	<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.
2/14/2025	<b>Census</b>
5/9/2025	<b>Last Day of Classes</b>
5/10-16/2025	<b>Final Exams</b>

Updated 11/28/2023