# Class Schedule Building Timeline

## Summer 2022 Sessions

OU: 6/1/2022-8/5/2022
OU1: 6/1/2022-7/1/2022
OU2: 7/7/2022-8/5/2022

| Date | Activity |
|---|---|
| 11/29/2021 | **Class Schedule Building Begins.**<br>Colleges and departments begin building their class schedules in PeopleSoft. |
| 11/29/2021 | **Colleges/Departments schedule their Large Class sections with enrollment capacity of ≥72 in PeopleSoft.**<br>**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. |
| 1/4/2022 | Schedule of classes will become **available in BroncoDirect for students to access/view**. |
| 1/4/2022 | **Intra-College Scheduling** begins.<br>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. |
| 1/21/2022 | 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.<br>**NOTE:** Class sections with a class status of Tentative or Stop Further Enrollment will NOT be assigned an instructional space. |
| 1/28/2022 | Academic Programs will provide colleges and departments a **report of the instructional spaces assigned to all scheduled Large Class sections**. |
| 1/31/2022 | **Inter-College Scheduling** begins.<br>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. |
| 2/7/2022 | 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.<br><br>Forward requests to **link co-requisite and combine class sections** to the Scheduling Team (scheduling@cpp.edu).<br><br>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, non-Face-to-Face Instruction Modes, and/or have a Waitlist Capacity equal to 0**. Colleges and departments will review reports and update their class sections as necessary. |
| 2/14/2022 | Schedule of classes will be **un-frozen and returned to colleges and departments** (at 12:00 AM). |

| Date | Activity |
|---|---|
| 2/25/2022 tentative | In preparation for Priority Registration, Academic Programs will run a process to **check on the Auto Enroll from Waitlist box and update the waitlist cap** for all active class sections |
| 2/28/2022-4/27/2022 | **Registration Advising** Period |
| 3/7-8/2022 | **Priority Registration** Period |
| 3/9/2022-5/26/2022 | **General Registration** Period |
| 4/28/2022 | **Student Fees Due** <br> **NOTE:** Changes to Variable Unit classes after this date may negatively affect the enrolled students' fees and financial aid received. |
| 5/18/2022 | Any available **Large Lecture Spaces will revert back to colleges and departments** for scheduling classes. |
| **OU:** 5/276/6/2022 <br> **OU1:** 5/27-6/8/2022 <br> **OU2:** 5/26-7/12/2022 | **Add/Drop without record** Period |
| **OU:**6/1/2022 <br> **OU1:**6/1/2022 <br> **OU2:**7/7/2022 | **First Day** of Classes |
| **OU:**6/26/2022 <br> **OU1:** 06/12/2022 <br> **OU2:** 07/18/2022 | Academic Programs will run process to **CANCEL all class sections with zero enrollment**. |
| **OU:** 6/26/2022 <br> **OU1:**06/12/2022 <br> **OU2:** 07/18/2022 | **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. |
| **OU:** 6/27/2022 <br><br> **OU1:**06/13/2022 <br><br> **OU2:** <br><br> 07/19/2022 | **Census** |
| **OU:**8/5/2022 <br> **OU1:**7/1/2022 <br> **OU2:**8/5/2022 | **Last Day of Classes** |
| **OU:** 8/8-12/2022 <br> **OU1:** 7/5-6/2022 <br> **OU2:** 8/8-9/2022 | **Final Exams** |

Updated 11/5/2021