



Class Schedule Building Timeline

Summer 2023 Sessions

OU: 5/31/2023-8/4/2023 (finals: 8/7-11/2023)

OU1: 5/31/2023-6/30/2023 (finals: 7/3-5/2023)

OU2: 7/6/2023-8/4/2023 (finals: 8/7-8/2023)

Date	Activity
12/5/2022	<p>Class Schedule Building Begins. Colleges and departments begin building their class schedules in PeopleSoft into spaces allocated to their college/department. Colleges are expected to cooperate by respecting the timeline and only scheduling into spaces allocated to their college/department.</p>
12/5/2022	<p>Colleges/Departments schedule their Summer Large Lecture Classes (enrollment capacity ≥ 72) into Large Lecture Spaces in PeopleSoft for which scheduling priority has been allocated in the Principles and Procedures for Scheduling Large Lecture Classes. Ensure that large lecture classes are assigned in appropriately sized instructional spaces.</p>
1/3/2023	<p>Schedule of classes will become available in BroncoDirect for students to access/view.</p>
1/17/2023 (varies by college)	<p>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.</p>
1/30/2023	<p>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 timeline and releasing unused lecture spaces that were allocated to their college.</p> <p>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.</p>
2/13/2023	<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>Email requests to link co-requisite and combine class sections to the Scheduling Team (scheduling@cpp.edu).</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, 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.</p> <p>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.</p>

Date	Activity
2/20/2023	Schedule of classes will be un-frozen and returned to colleges and departments (at 12:00 AM).
2/27/2023-4/26/2023	Registration Advising Period
3/6-7/2023	Priority Registration Period
3/8/2023-5/7/2023	General Registration Period
OU/OU1: 4/27/2023 OU2: 5/25/2023	Student Fees Due NOTE: Changes to Variable Unit classes after this date may negatively affect the enrolled students' fees and financial aid received.
OU: 5/8-6/7/2023 OU1: 5/8-6/5/2023 OU2: 5/8-7/11/2023	Add/Drop without record Period
OU: 5/31/2023 OU1: 5/31/2023 OU2: 7/6/2023	First Day of Classes
OU: 6/27/2023 OU1: 06/13/2023 OU2: 07/19/2023	Academic Programs will run process to CANCEL all class sections with zero enrollment.
OU: 6/26/2023 OU1: 6/12/2023 OU2: 7/18/2023	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.
OU: 6/26/2023 OU1: 6/12/2023 OU2: 7/18/2023	Census
OU: 8/4/2023 OU1: 6/30/2023 OU2: 8/4/2023	Last Day of Classes
OU: 8/7-11/2023 OU1: 7/3-5/2023 OU2: 8/7-8/2023	Final Exams NOTE: Finals for the first 5-week summer session are normally held on Monday and Tuesday of the 5th week of the summer term. This year, the University will be closed on the Tuesday of the 5th week in observance of Independence Day. As such, finals will be held Monday and Wednesday of the 5th week. The Monday final exam schedule will remain unchanged, and finals normally scheduled for Tuesday are shifted to Wednesday at the same times.

Updated 12/2/2022