

Class Schedule Building Timeline

Winter 2023

OW: 12/17/2022 – 1/18/2023

OW2: 1/3/2023 – 1/18/2023

| Date | Activity |
|-----------------------------|--|
| 1/10/2022 | Class Schedule Building Begins. Colleges and departments begin building their class schedules in PeopleSoft. |
| 2/5/2022 (tentative) | Schedule of classes will become available in BroncoDirect for students to access/view. |
| 6/13/2022 | 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. |
| 6/30/2022 | 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. |
| 9/12/2022 | 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. 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 on the Auto Enroll from Waitlist box and update the waitlist cap for all active class sections Forward requests to link co-requisite class sections and/or combine cross/dual listed class sections to the Scheduling Team (scheduling@cpp.edu). |
| 9/19/2022 | Schedule of classes will be un-frozen and returned to colleges and departments (at 12:00 AM). |
| 10/10/2022- 11/23/2022 | Registration Advising Period |

| Date | Activity |
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| 10/10-11/2022 | Priority Registration Period |
| 10/12/2022- 12/8/2022 | General Registration Period |
| 12/5/2022 | Student Fees Due NOTE: Changes to Variable Unit classes after this date may negatively affect the enrolled students' fees and financial aid received. |
| OW: 12/9-18/2022 OW2: 12/9/2022- 1/3/2023 | Add/Drop without record Period |
| OW: 12/17/2022 OW2: 1/3/2023 | First Day of Classes |
| OW: 12/21/2022 OW2: 1/4/2023 | Academic Programs will run process to CANCEL all class sections with zero enrollment. |
| OW: 12/20/2022 OW2: 1/4/2023 | 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. |
| OW: 12/21/2022 OW2: 1/5/2023 | Census |
| 1/18/2023 | Last Day of Classes |
| 1/19/2023 | Final Exams |

Updated 2/1/2022