

Class Schedule Building Timeline

Winter 2024 Sessions

OW: 12/26/2023 – 1/17/2024 (finals: 1/18/2024)

OW2: 1/2/2024 – 1/17/2024 (finals: 1/18/2024)

Date	Activity
1/9/2023	<p>Class Schedule Building Begins</p> <p>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>
1/9/2023	<p>Scheduling Large Lecture Classes (Enrollment Capacity ≥ 72)</p> <p>Colleges/Departments schedule their Winter 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>
6/12/2023 <i>(varies by college)</i>	<p>Intra-College Scheduling begins.</p> <p>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>
6/29/2023	<p>Inter-College Scheduling Begins</p> <p>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>
9/8/2023 <i>(tentative)</i>	<p>BroncoDirect Class Schedule</p> <p>Schedule of classes is available in BroncoDirect for students, staff, faculty, and administrators to view.</p>
9/11/2023	<p>PeopleSoft Schedule of Classes Unavailable to Schedulers</p> <p>Schedule of classes is 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>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 or Multiple Components. Colleges and departments will review reports and update their class sections as necessary when access is available again.</p> <p>The Scheduling Team 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.</p>

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Date	Activity
9/18/2023	PeopleSoft Schedule of Classes Available to Schedulers Schedule of classes is un-frozen and returned to colleges and departments (at 12:00 AM).
10/9/2023 - 11/22/2023	Registration Advising Period
10/12/2023 - 10/13/2023	Priority Registration Period
10/16/2023 - 12/10/2023	General Registration Period
12/7/2023	Student Fees Due NOTE: Changes to Variable Unit classes after this date may negatively affect the enrolled students' fees and financial aid received.
OW: 12/11-27/2023 OW2: 12/11/2023- 1/2/2024	Add/Drop without record Period
OW: 12/26/2023 OW2: 1/2/2024	First Day of Classes
OW: 1/2/2024 OW2: 1/4/2024	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.
OW: 1/2/2024 OW2: 1/4/2024	Academic Programs will run aprocess to CANCEL all class sections with zero enrollment.
OW: 1/2/2024 OW2: 1/4/2024	Census
1/17/2024	Last Day of Classes
1/18/2024	Final Exams