CalPolyPomona

Class Schedule Building Timeline

Winter 2025

OW: 12/26/2024 – 1/15/2025
OW2: 1/2/2025 – 1/15/2025

Date	Activity
1/8/2024	**Class Schedule Building Begins.** Colleges and departments begin building their class schedules in PeopleSoft.
2/2/2024 (tentative)	Schedule of classes will become **available in BroncoDirect for students to access/view**.
6/11/2024	**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.
6/28/2024	**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 timelines and release unused lecture spaces that were allocated to their college. **Note: Lab Spaces** used outside of your college **need approval** from the college that the lab has been allocated to before scheduling your class in the space
9/10/2024	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).
9/17/2024	Schedule of classes will be **un-frozen and returned to colleges and departments** (at 12:00 AM).
10/14/2024- 11/27/2024	**Registration Advising** Period

Date	Activity
10/12-14/2024	**Priority Registration** Period
10/15/2024	**Student Parent Registration** Period
10/17/2024-12/10/2024	**General Registration** Period
12/5/2024	**Student Fees Due** **NOTE:** Changes to Variable Unit classes after this date may negatively affect the enrolled students' fees and financial aid received.
OW: 12/11-27/2024 **OW2:** 12/11/2024-1/2/2025	**Add/Drop without record** Period
OW: 12/26/2024 **OW2:** 1/2/2025	**First Day** of Classes
OW: 01/2/2025 **OW2:** 1/6/2025	Academic Programs will run process to **CANCEL all class sections with zero enrollment**.
OW: 01/2/2025 **OW2:** 1/6/2025	**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: 01/2/2025 **OW2:** 1/6/2025	**Census**
1/15/2025	**Last Day of Classes**
1/16/2025	**Final Exams**

Updated 10/20/2023