

Class Schedule Building Timeline

Fall 2021 Semester

8/19/2021 - 12/5/2021

Date	Activity
1/4/2021	Class Schedule Building Begins. Colleges and departments begin building their class schedules in PeopleSoft.
1/4/2021	Colleges/Departments schedule their Large Class sections with enrollment capacity of ≥ 72 in PeopleSoft. 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.
2/1/2021	Schedule of classes will become available in BroncoDirect for students to access/view.
1/15/2021	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.
1/22/2021	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. NOTE: Class sections with a class status of Tentative or Stop Further Enrollment will NOT be assigned an instructional space.
1/29/2021	Academic Programs will provide colleges and departments a report of the instructional spaces assigned to all scheduled Large Class sections.
2/5/2021	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.
3/8/2021	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. Forward requests to link co-requisite class sections to the Scheduling Team (scheduling@cpp.edu).
3/12/2021	Academic Programs to a run process to delete the Facility ID for all class sections with class status set to Tentative or Stop Further Enrollment (for all enrollment capacity values).
3/15/2021	Schedule of classes will be un-frozen and returned to colleges and departments (at 12:00 AM).
3/22/2021 - 6/11/2021	Registration Advising Period
4/2/2021	In preparation for Priority Registration, Academic Programs will run a process to check-on the Auto Enroll from Waitlist box for all active class sections and update Waitlist Enrollment Capacity value to match the Enrollment Capacity value.
4/2/2021	Academic Programs will identify all class sections that are reflecting as Variable Unit and/or Multiple Components . A report will be provided to colleges and departments in order to update their class sections.

Date	Activity
4/5/2021 - 4/6/2021	Priority Registration Period
4/7/2021 - 6/11/2021	General Registration Period
6/8/2021	Academic Programs to run process to un-check the Auto Enroll from Waitlist box for all active class sections as <i>New Student Registration begins</i> .
6/9/2021 - 8/6/2021	New Student Orientation
7/22/2021	Student Fees Due NOTE: Changes to Variable Unit courses after this date may negatively affect the enrolled students' fees and financial aid received.
8/2/2021	Academic Programs to run a process to Clone the Schedule of Classes (create Course Offering #2) from the Schedule of Classes (OU registration starts one week prior to Add/Drop without record period begins).
8/5/2021	Any available Large Lecture Spaces will revert back to colleges and departments for scheduling classes.
8/6/2021	Academic Programs to run process to re-check the Auto Enroll from Waitlist box for all active class sections as <i>New Student Registration ends</i> .
8/9/2021 - 9/1/2021	Add/Drop Period
8/19/2021	First Day of Classes
9/15/2021	Academic Programs will run process to CANCEL all class sections with zero enrollment.
9/15/2021	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.
9/16/2021	Census
12/5/2021	Last Day of Classes
12/6/2021 - 12/12/2021	Final Exams

Last updated 1/15/2021