

Schedule Building Timelines

Spring 2021 Semester (01/23/2021 – 05/14/2021)

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| 01/02/2020 | Schedule Building Begins for colleges and departments to begin creating their classes for the term |
| 01/02/2020 | Schedule Building Period for Colleges/Departments to create their Large Lecture Class Sections with the enrollment capacity of ≥ 72 *NOTE: Please include the Meeting Days, Meeting Time and the Start/End dates in applicable fields of the Meeting Pattern row. However, please omit the Facility ID, as Academic Planning will update the field |
| 01/21/2020 | Schedule Building is Available on Bronco Direct |
| 03/23/2020 | Academic Planning to allocate instructional space for Large Lecture Class Sections created in the Schedule of Classes , which are identified with the enrollment capacity of ≥ 72 (based on schedule classroom fill rate, projected enrollments/FTES, and historical trends for course fill rate) and are identified with the Consent of ACTIVE *NOTE: Class sections identified with the Consent of either Pending or Stop Further Enrollment will not be assigned into an instructional space |
| 07/13/2020 | Intra-College Scheduling Begins Department Schedulers are to forward issues to their College Scheduling Coordinator for assistance; OPTIONAL - Date varies by College |
| 07/27/2020 | Inter-College Scheduling Begins |
| 08/24/2020 | Academic Planning and Resources to a run process to temporarily freeze users access from the Schedule of Classes to run analysis for the Spring 2021 term (schedule is frozen @12:00AM) |
| 09/07/2020 | Academic Planning and Resources to a run process to delete the Facility ID for all class sections identified as Tentative and Stop Further Enrollment (for all enrollment capacity values) |
| 09/14/2020 | Academic Planning and Resources to a run process to un-freeze users access from the Spring 2021 term Forward requests for linking of co-requisite class sections to the Scheduling Team at scheduling@cpp.edu (schedule is unfrozen @12:00AM) |
| 10/05/2020 – 11/18/2020 | Registration Advising Period |
| 10/09/2020 | Academic Planning and Resources to 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 |
| 10/12/2020 – 10/13/2020 | Priority Registration Period |
| 10/14/2020 – 12/02/2020 | General Registration Period |
| 11/20/2020 | Academic Planning and Resources to run process to un-check the Auto Enroll from Waitlist box for all active class sections as <i>New Student Registration begins</i> |
| 1/7/2021 | New Student Orientation Period |
| 12/02/2020 | Academic Planning and Resources to run process to re-check the Auto Enroll from Waitlist box for all active class sections as <i>New Student Registration ends</i> |
| 01/04/2021 | Allocation of the use of available Large Lecture spaces reverts back to the colleges/departments to schedule |
| 01/11/2021 - 02/05/2021 | Add/Drop Period |

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| 01/23/2021 | <u>First Day of Classes</u> |
| 02/18/2021 | Academic Planning and Resources to run a process to <u>Clone the Schedule of Classes</u> (create Course Offer #2) from the Schedule of Classes |
| | Academic Planning and Resources to a run process to <u>Cancel all class sections with zero enrollment</u> from the Schedule of Classes. |
| 02/18/2021 | Academic Planning and Resources to a run process to <u>permanently freeze users access</u> from the Schedule of Classes in order to start APDB/FAD from the Schedule of Classes for the <u>term Spring 2021</u> |
| 02/19/2021 | <u>Census</u> *NOTE: Campus is <u>locked out of updating the Schedule of Classes</u> |
| 05/14/2021 | <u>Last Day of Classes</u> |
| 05/15/2021- 05/21/2021 | <u>Final Examination week</u> |