

# Schedule Building Timelines

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## Fall 2020 Semester (08/20/2020 – 12/06/2020)

01/02/2020	<b>Schedule Building</b> Begins for colleges and departments
01/02/2020	Schedule Building Period for colleges and departments <b>to create their Large Lecture class sections (Enrollment Capacity of ≥72)</b>  <b>*NOTE:</b> Please include the days of the week, times, and the Start/End dates in applicable fields of the Meeting Pattern row. However, please <b>omit the Facility ID from the Meeting Pattern</b> , as the office of Academic Planning and Resources will update the field.
01/14/2020	Schedule of classes will become <b>available on Bronco Direct for students access</b>
01/16/2020	<b>Intra-College Scheduling</b> Begins Period when Department Schedulers work with their College Scheduling Coordinator in order to request and address conflicts for spaces that have been allotted to their college for their scheduling needs.
01/21/2020	Academic Planning and Resources <b>to assign instructional space for Large Lecture class sections scheduled in the Schedule of Classes by COB 5:00pm</b> , 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) <b>and are identified with the Consent of ACTIVE</b> .  <b>*NOTE:</b> Class sections identified with the Consent of either <b>Tentative or Stop Further Enrollment</b> will <b>NOT</b> be assigned into an instructional space.
01/30/2020	Academic Planning and Resources to <b>provide colleges and departments a report of the instructional space assigned to all scheduled Large Lecture class sections by COB 5:00pm</b>
01/30/2020	<b>Inter-College Scheduling</b> Begins Period when any remaining available lecture space 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.
02/19/2020	Schedule will be <b>temporarily frozen from users</b> for the Fall 2020 term Schedule of Classes will revert to Academic Planning and Resources for analysis and review
03/03/2020	Schedule will become <b>un-frozen from users</b> for the FALL 2020 term Schedule of Classes will revert back to the colleges and departments <b>*NOTE:</b> Forward requests for <b>linking of co-requisite class and combining sections</b> to the Scheduling team email at <a href="mailto:scheduling@cpp.edu">scheduling@cpp.edu</a> for processing.
03/23/2020 - 06/12/2020	<b>Registration Advising</b> Period
04/05/2020	<b>Auto Enroll from Waitlist box will be checked-on</b> and the <b>Enrollment Capacity values will be updated</b> in preparation of Priority Registration Period Begins
04/05/2020	Process to identify remaining class sections <b>reflecting as Variable Units and/or Multiple Components</b> A report will be provided to the colleges and departments in order to update their applicable class sections
04/06/2020 - 04/07/2020	<b>Priority Registration</b> Period
04/08/2020 - 06/12/2020	<b>General Registration</b> Period

06/15/2020	<u>Auto Enroll from Waitlist box will be <a href="#">un-checked</a></u> in preparation for New Student Orientation period
06/15/2020 - 07/31/2020	<u>New Student Orientation</u> (Tentative)
07/23/2020	<u>Student Fees Due</u> <b>*NOTE: Making changes to units for any class after this timeline <a href="#">may negatively affect students' fees and aid received.</a></b>
07/31/2020	<u>Auto Enroll from Waitlist box will be <a href="#">re-checked</a></u> As New Student Orientation ends
08/06/2020	Schedule of classes will be <u>Cloned to create Course Offer #2 classes</u> for College of Extended University (CEU)
08/10/2020	<u>Allocation of any available Large Lecture instructional space</u> will revert back to the colleges and departments
08/10/2020 - 09/02/2020	<u>Add/Drop</u> Period
08/20/2020	<u>First Day of Classes</u>
09/16/2020	Process to <u>CANCEL all class sections with zero enrollment</u> for FALL 2020 term
09/16/2020	Schedule will be <u>permanently frozen from users</u> for the FALL 2020 term, in preparation of Academic Planning Database (APDB) reporting due into the Chancellor's Office
09/17/2020	<u>Census</u>
12/06/2020	<u>Last Day of Classes</u>
12/07/2020 - 12/13/2020	<u>Finals</u>