

Schedule Building Timelines

Spring 2020 Semester (01/18/2020 – 05/08/2020)

01/02/2019	<u>Schedule Building Begins</u> for Colleges/Departments
01/02/2019	Schedule Building Period for <u>Colleges/Departments to create their Large Lecture Classes with the enrollment capacity of ≥ 72</u> *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 in the Meeting Patterns tab; as Academic Planning will update the field
01/15/2019	Schedule Building <u>Available on Bronco Direct</u>
04/08/2019	<u>Academic Planning to allocate instructional space for Large Lecture Classes created in the Schedule of Classes</u> 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 have the consent as ACTIVE *NOTE: Class sections identified with the Consent of either <u>Tentative or Stop Further Enrollment will NOT be assigned into an instructional space</u>
07/17/2019	<u>Intra-College Scheduling Begins</u> Lecture spaces allocated to the specific College/Department. Scheduling Coordinators may work with their College Scheduling Coordinator for lecture spaces allocated to their college in order to assist with spaces issues/conflicts.
07/31/2019	<u>Inter-College Scheduling Begins</u> All available lecture spaces on campus are open for class scheduling and Coordinators can use any available lecture spaces for their class sections.
08/28/2019	Schedule <u>Frozen for analysis</u> The Schedule of Classes access reverts to Academic Planning and Resources for review and analysis (schedule frozen @12:00AM)
09/18/2019	Schedule <u>Available to Colleges/Departments</u> The Schedule of Classes access returns to the Colleges/Departments for scheduling. Please forward requests for linking of co-requisite sections to Fathima Halim/Lam Le, with a copy to Inez Moran
10/07/2019 – 11/20/2019	<u>Registration Advising Period</u>
10/14/2019 – 10/15/2019	<u>Priority Registration Period</u>
10/16/2019 – 12/04/2019	<u>General Registration Period</u>
11/25/2019 – 12/04/2019	<u>New Student Orientation</u> (Tentative)
12/25/2019 – 01/01/2020	Schedule of Classes <u>Frozen</u> due to Holiday
01/04/2019	Academic Planning and Resources will <u>clone the Schedule of Classes to create Course Offer #2</u> classes
01/06/2020	Available <u>Large Lecture Spaces</u> reverts back to the Colleges/Departments

**Additional
information
on back**

01/06/2020 – 02/03/2020	<u>Add/Drop</u> Period
01/18/2020	<u>First Day</u> of Classes
02/13/2020	PS Schedule of Classes <u>will be permanently frozen</u> from being updated to start APDB for the term
02/17/2020	Census *NOTE: Campus is <u>locked out of updating the Schedule of Classes</u>
05/08/2020	<u>Last Day</u> of Classes
05/09/2020 – 05/15/2020	<u>Finals</u>