Class Schedule Building Timeline

Summer 2021 Sessions

10-Week Summer Session (OU):	**6/2/2021 - 8/6/2021**
1st 5-Week Summer Session (OU1):	**6/2/2021 - 7/2/2021**
2nd 5-Week Summer Session (OU2):	**7/8/2021 - 8/6/2021**

Date	Activity
11/30/2020	**Class Schedule Building Begins.** Colleges and departments begin building their class schedules in PeopleSoft.
11/30/2020	**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.
1/4/2021	Schedule of classes will become **available in BroncoDirect for students to access/view**.
1/4/2021	**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.
1/11/2021	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.
1/19/2021	Academic Programs will provide colleges and departments a **report of the instructional spaces assigned to all scheduled Large Class sections**.
1/26/2021	**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.
2/8/2021	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).
2/15/2021	Schedule of classes will be **un-frozen and returned to colleges and departments** (at 12:00 AM).
2/22/2021 - 4/21/2021	**Registration Advising** Period
2/26/2021	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**.
2/26/2021	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
3/1/2021 - 3/2/2021	**Priority Registration** Period
3/3/2021 - 5/2/2021	**General Registration** Period
OU: 4/22/2021 **OU1:** 4/22/2021 **OU2:** 5/27/2021	**Student Fees Due** **NOTE:** Changes to Variable Unit courses after this date may negatively affect the enrolled students' fees and financial aid received.
5/19/2021	Any available **Large Lecture Spaces will revert back to colleges and departments** for scheduling classes.
OU 5/3/2021 - 6/9/2021 **OU1** 5/3/2021 - 6/7/2021 **OU2** 5/3/2021 - 7/13/2021	**Add/Drop** Period
OU: 6/2/2021 **OU1:** 6/2/2021 **OU2:** 7/8/2021	**First Day** of Classes
OU: 6/27/2021 **OU1:** 6/13/2021 **OU2:** 7/19/2021	Academic Programs will run process to **CANCEL all class sections with zero enrollment**.
OU: 6/27/2021 **OU1:** 6/13/2021 **OU2:** 7/19/2021	**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.
OU: 6/28/2021 **OU1:** 6/14/2021 **OU2:** 7/20/2021	**Census**
OU: 8/6/2021 **OU1:** 7/2/2021 **OU2:** 8/6/2021	**Last Day of Classes**
OU 8/9/2021 - 8/13/2021 **OU1** 7/6/2021 - 7/7/2021 **OU2** 8/9/2021 - 8/10/2021	**Final Exams**

Last updated   11/22/2020