# Academic Year Plan for Class Schedule Building

| Usual Month | Schedule Build Item | Schedule Build |
|---|---|---|
| June - August | Summer | SPRING |
| Around/on July 4 | Independence Day - Campus Closed | SPRING |
| August | Strategize Degree Planner Advertising for Fall | SPRING |
| August | Spring Classes are Rolled | SPRING |
| August | Spring Pre-Scheduling Starts | SPRING |
| August | Dept Chairs Start Spring Schedule Building | SPRING |
| August | Spring Course Offerings Update Request | SPRING |
| August | Fall Add/Drop Period (First 2 Weeks of Semester) | SPRING |
| August | Fall Semester Begins | SPRING |
| August | Vice Provost emails Faculty about Degree Planner | SPRING |
| September - First Monday | Labor Day - Campus Closed | SPRING |
| September | Registrar emails students about Degree Planner | SPRING |
| September | Spring Course Offerings Update Due from Dept Chairs | SPRING |
| September | Degree Planner Team Replaces Fall with Spring | SPRING |
| September | Student Deadline for Spring Degree Planner Changes | SPRING |
| September | Student Degree Planner Spring Data Freeze | SPRING |
| September | Spring Course Needs Report Distributed by Vice Provost | SPRING |
| September | In-Depth Trainings Offered for Spring Schedule Build | SPRING |
| September | Spring Course Needs Report Distributed to Depts | SPRING |
| September - 20th Day of Instruction | Fall Census | SPRING |
| September | Mandatory Meeting for Staff Schedule Builders for Spring | SPRING |
| September | Spring Schedule Build Process | SPRING |
| October | Spring Pre-Scheduling Due by Depts to Associate Deans | SPRING |
| October | Dept Chairs Deadline to get Staff the Spring Class Schedule | SPRING |
| October | Spring Pre-Schedule Due by Associate Deans to Academic Scheduling | SPRING |
| October | Final Spring Pre-Scheduling Distributed by Academic Scheduling | SPRING |
| October | Winter Schedule Posted by Extended Learning (EL) | SPRING |
| October | Spring Competition Puzzles Due | SPRING |
| October | End Spring Schedule Build | SPRING |
| October | Spring Audit Period | SPRING |
| October | Winter Registration Starts | SPRING |
| October | Spring Audit Corrections by Staff | SPRING |
| October | Spring Classes/Classroom Placement Process | SPRING |
| November | Mandatory Training for Spring Classroom Rush | SPRING |
| November | Spring Classroom Rush Process | SPRING |
| November | Departments can now submit changes, adds, deletions for Spring | SPRING |
| November 11 | Veteran's Day - Campus Closed | SPRING |
| November | Spring Class Schedule Goes Live | SPRING |
| November | Fall Course Offerings Request Sent by Academic Scheduling | SPRING |
| November - Fourth Thursday & Friday | Thanksgiving - Campus Closed | SPRING |
| November | Spring Registration Dates Start | SPRING |
| December | Last Day of Instruction for Fall | SPRING |
| December | Fall Finals | SPRING |

# Academic Year Plan for Class Schedule Building

| Usual Month | Schedule Build Item | Schedule Build |
|---|---|---|
| December | Winter Intersession | FALL |
| January | Last Year's Fall Active Classes are Rolled | FALL |
| January - Third Monday | Martin Luther King, Jr. Day – Campus Closed | FALL |
| January | Dept Chairs Start Fall Schedule Building | FALL |
| January | Strategize Degree Planner Advertising for Fall | FALL |
| January | Update Fall Course Offerings Requested | FALL |
| January | Spring Add/Drop Period (First 2 Weeks of Semester) | FALL |
| January | Spring Semester Begins | FALL |
| January | Vice Provost emails Faculty about Degree Planner | FALL |
| February | Fall Course Offerings Update Due from Dept Chairs | FALL |
| February | Degree Planner Team Replaces Spring with Fall | FALL |
| February | Fall Pre-Scheduling Starts | FALL |
| February | Fall Student Degree Planner Data Freeze | FALL |
| February | Fall Course Needs Report Distributed by Vice Provost | FALL |
| February | Fall Course Needs Report Distributed to Depts | FALL |
| February - 20th Day of Instruction | Spring Census | FALL |
| February | In-Depth Trainings Offered for Fall Schedule Build | FALL |
| February | Fall Pre-Scheduling Due by Depts to Associate Deans | FALL |
| February | Fall Schedule Build Process | FALL |
| February | Mandatory Meeting for Staff Schedule Builders for Fall | FALL |
| February | Fall Pre-Schedule Due by Associate Deans to Academic Scheduling | FALL |
| March | Fall Final Pre-Scheduling Distributed | FALL |
| March | Dept Chairs Deadline to get Staff the Fall Class Schedule | FALL |
| March | Fall Competition Puzzles Due | FALL |
| March/April | Spring Break | FALL |
| March | End Fall Schedule Build | FALL |
| March | Fall Audit Period | FALL |
| March | Fall Audit Corrections by Staff | FALL |
| Around/on March 31 | Cesar Chavez Day | FALL |
| April | Fall Classes/Classroom Placement Process | FALL |
| April | Mandatory Training for Fall Classroom Rush | FALL |
| April | Fall Classroom Rush Process | FALL |
| April | Departments can now submit changes, adds, deletions for Fall | FALL |
| April | Fall Class Schedule Goes Live | FALL |
| April | Spring Course Offerings Request Sent by Academic Scheduling | FALL |
| April | Fall Registration Dates Start | FALL |
| May | Last Day of Instruction for Spring | FALL |
| May | Spring Finals | FALL |

| | |
|---|---|
| **Classroom Rush Dates** | |
| **Course Needs Report Dates** | |
| **Holiday** | |
| **Registration Calendar Dates** | |

*The months are provided here as a chronological list of the schedule build timeline, but both the months and sequence of items may be changed as needed for each class schedule build. Please see the current term timeline for specific dates.*