Spring 2023 Schedule Build Timeline

Mon, Jul 04	Date Start	- Date End	Action items in GREEN
Fri, Aug 05 Vice Provost emails advising, coaching, EOP, PASS, tutoring, etc, to promote Degree Planner Academic Programs/Advising works with ASI and Media Services (in IITS) for video to convey student message about Degree Planner. Post in Cougar Courses, on KEL Screens etc. Mon, Aug 08 Academic Scheduling rolls new semester and sends newly rolled schedule to Academic Programs to delete classes that have gone through curriculum changes Academic Programs removes courses with curriculum changes from the rolled class schedule. eAdvising Office reviews and cleans up Degree Planners that have requirements in "Unassigned", reviews and possibly restores "Removed" lines in Degree Planners (via existing query), and reviews and possibly removes "Manually Added" courses in Degree Planners (via existing query). EMS posts transfer credit; processes Change of Major forms; posts test credit. Advising Offices enters course directives from faculty course approvals. Departments can now review new term's Undergraduate courses. Topics courses that have changed in PSoft since the previous Fall/Spring semester have been removed. Departments should run queries from previous year and for the upcoming build to start working on the new term. Pre-Scheduling Process begins - Academic Scheduling sends out notice to Associate Deans about upcoming Classroom Pre-Scheduling deadline, with college divisions for the auditorium and active learning rooms. Academic Scheduling sends Departments the Course Offerings Request to allow for decisions on what classes will/will not be offered this build (enabling increased accurace on Course Needs Report numbers). Academic Scheduling sends an email to Degree Programs Administrator as soon as faculty submit a Typically Offered value change on their courses. Department Chairs continue working on Schedule. The department's full class schedulined to be provided to department staff to later than October 7th at 8:00 AM. It is HIGHLY recommended Chairs get as much of the schedule as possible to depart	Mon, Jun 06	- Sat, Aug 13	
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Deadmine for Department Chairs to Submit Classes Offered for Current Schedule Build	F.: A 30		Deadline for Department Chairs to submit Classes Offered for Current Schedule Build
(not counts, just which courses will be offered)	Fri, Aug 26		(not counts, just which courses will be offered)
Mon, Aug 29 First Day of the Fall 2022 Semester – Instruction begins	Mon, Aug 29		First Day of the Fall 2022 Semester – Instruction begins
Add/drop period for Fall 2022 (Week 1 Students Can Enroll via MyCSUSM, Week 2	Mon, Aug 29	NA C 42	
Mon, Aug 29 - Mon, Sep 12 Enrollment requires a Permission Number)		- Mon, Sep 12	
FMS posts transfer credit: processes Change of Major forms: posts test credit.	Mon, Aug 29	- Mon, Sep 12	
Mon, Aug 29 - Mon, Sep 12 Advising Offices enter course directives from faculty course approvals.			
Academic Scheduling generates Permission Numbers for current semester = Room Car			Academic Scheduling generates Permission Numbers for current semester = Room Cap -
Fri, Sep 02 Class Enrollment (Done every day during add/drop hereafter)	Fri, Sep 02		
Fri, Sep 02 at Noon IITS updates message on Campus App to Review lines suggested for Spring 2023	Fri, Sep 02	at Noon	

Date Start	- Date End	Action items in GREEN
Mon, Sep 05		Labor Day – Campus Closed
Tue, Sep 06		Registrar's Office sends first message to students about Degree Planner in coordination
тие, зер об		with Academic Advising
Mon, Sep 12		Add/Drop Deadline – Last day for students to add/drop a course for Fall 2022
Mon, Sep 12		Deadline for Students to make Degree Planner Data Changes (last day of add/drop)
		Degree Planner Team Current term (Fall 2022) disappears and is replaced with next term
Mon Con 12	D.A.i.alaciales	(uses Time Session 110 for End of First Week). All undergraduate students will have their
Mon, Sep 12	Midnight	Degree Planners run in batch (3-day process) to update the tables for the Course Need
		Report beginning midnight on the last day of the first week.
		Degree Planner Team Current Term (Fall 2022) disappears and is replaced with next
Mon, Sep 12		term in Degree Planner (uses Time Session 100 for End of Pre-Registration)
		Degree Planner Team implements Student Degree Planner Data Freeze (1 day after
		student DP deadline) at 1:00am begin running 2-3 day process to populate tables due to
Tue, Sep 13	- Thu, Sep 15	re-shuffling of un-met Fall 2022 lines to Spring 2023. [3 days before PAR Business Analyst
		needs data]
F-4 0 40		Degree Planner Team pulls Degree Planner data to FREEZE "Add/Drop" Data for Student
Fri, Sep 16		Use Dashboard
	F: 6 99	Academic Scheduling provides optional in-depth training for new department schedule
Mon, Sep 19	- Fri, Sep 23	builders and current staff.
		Deadline for Department Chairs to submit pre-scheduling requests to their Associate
		Deans and medical accommodation needs related to these spaces. All requests
Mon, Sep 19		submitted to the ADs by deadline will be scheduled first, with conflicts worked out by the
		ADs. Department Chairs/Program Directors: Please consult your Assoc Deans about
		prescheduling restrictions
Wed, Sep 21		Vice Provost sends out New Report for Spring 2023 Class Schedule to the Deans' Offices
TI 6 22		Vice Provost works with Associate Deans on New Report for Spring 2023 Class Schedule,
Thu, Sep 22		notifies Academic Scheduling of any changes
		Deadline for Associate Deans to submit finalized pre-scheduling requests to Academic
Fri Com 22		Scheduling and medical accommodation needs related to these spaces. Requests
Fri, Sep 23		submitted after this date will be scheduled in the order received after the others are
		confirmed based on space availability.
Mon, Sep 26		Associate Deans send out the New Report for Spring 2023 Class Schedule to
101011, 3ep 20		Departments
Mon, Sep 26	- Fri, Oct 14	Schedule Build Process in PeopleSoft - Academic Scheduling provides Schedule Build
эср 20	111, Oct 14	training and focused work sessions.
Mon, Sep 26		Mandatory Schedule Build Meeting – Academic Scheduling goes over important
-		information and updates for the new term build.
Mon, Sep 26		CENSUS DAY
Wed, Sep 28		End Pre-Schedule Period - Academic Scheduling distributes pre-scheduled class
		confirmations.
F.4 0 / 07		Departments send Academic Scheduling list of courses that should remain Tentative
Fri, Oct 07		after Class Schedule is Posted. After this point, Departments ONLY build classes as
		Tentative, so they do not show in the Live Winter Class Schedule.
Fri, Oct 07	- Mon, Oct 10	Vice Provost reviews colleges' schedule compared to the New Report for Spring 2023
		Class Schedule in coordination with the Associate Deans.
Fri, Oct 07	h. 0.00 444	Deadline for Department Chairs to submit schedules to Academic Coordinators or
	by 8:00 AM	Department Staff for entering into PeopleSoft. <i>Department Chairs are encouraged to</i>
		provide schedules prior to this deadline.
Mon, Oct 10		Academic Scheduling sends GEM ERG Report to Department Staff and cc Assoc Deans &
		Dept Chairs.

Date Start	- Date End	Action items in GREEN
		Associate Deans review their college's class schedule compared to the New Report for
Mon, Oct 10	- Wed, Oct 12	Spring 2023 Class Schedule and notify their departments of any changes that need to be
		made.
Mon, Oct 10		Extended Learning posts Winter Schedule (shows in Spring Class Schedule)
		Deadline for Departments to submit COMPETITION PUZZLES for approval from
		Academic Scheduling (wait for approval to enter in PeopleSoft). Regular puzzled
Wed Oct 12	by Noon	classrooms, assigned by the Associate Deans, can be entered into PeopleSoft with
Wed, Oct 12	by Noon	approval. Any puzzle room not in compliance with the Puzzling Requirements after the
		end of schedule build will have its courses removed from the room (see:
		csusm.edu/par/acdsched/puzzling.html)
		End Schedule Build for Department Staff
Fri, Oct 14		Deadline for Department Staff to enter schedule into PSoft and for Department Staff to
,		send in requests for faculty medical accommodations. No changes to the schedule will
		be accepted until Classroom Rush is over on Nov 5.
Mon, Oct 17	- Wed, Oct 19	AUDIT PERIOD - Academic Scheduling audits all schedule entries. The primary
		responsibility for the class schedule lies with the departments offering the classes.
Mon, Oct 17		Extended Learning Registration begins for CSUSM Students for Winter (Winter classes
		show in Spring Class Schedule)
Wed, Oct 19	by 4:00 PM	Academic Scheduling provides Department Staff schedule audit issues for correction.
	<u> </u>	Academic Scheduling reopens the class schedule for this purpose.
Wed, Oct 19	- Mon, Oct 24	Department Staff make corrections in PeopleSoft, as determined by audits.
Tue, Oct 25	- Fri, Oct 28	Classes/Classroom Placement Process
Fri, Oct 28		Academic Scheduling sends email notice to Department Chairs and Staff informing them
111, Oct 28		of the unplaced class sections and provides Classroom Rush schedule.
Fri, Oct 28		Classroom Rush Preparation for Departments - Contact Academic Scheduling if you will
	- Tue, Nov 01	not be rescheduling any/all of your unplaced classes during Classroom Rush.
Mon, Oct 31		Mandatory Training for Classroom Rush Process for departments with unplaced classes.
Wed, Nov 02	- Thu, Nov 03	Classroom Rush. Strata time and available classrooms based on unplaced class list
	.,	Academic Scheduling exports Classroom Rush sections into PeopleSoft. Classroom Rush
Thu, Nov 03		changes will show in PeopleSoft by the end of the day.
	Thu Nov 10	
5 N 04		Department Final Review Window for colleges to submit schedule changes to Academic
Fri, Nov 04	- Thu, Nov 10	Scheduling. These changes include adding sections, canceling sections, etc. Every effort
		will be made to process these requests before the schedule goes live.
Fri, Nov 04		Academic Scheduling sends out confirmation of classes to remain tentative to
111, 1400 04		Departments for review.
Thu, Nov 10		Academic Scheduling generates Permission Numbers for Consent Required Classes
Fri, Nov 11		Veteran's Day - Campus Closed.
Mon, Nov 14		TENTATIVE GO LIVE DATE the Spring 2023 Class Schedule
Wed, Nov 16	- Mon, Dec 05	TENTATIVE DATES of Spring 2023 Continuing Student Enrollment (no appointments week
		of Thanksgiving)
Fri, Nov 18		Academic Scheduling generates Permission Numbers = Room Cap - Class Cap
Wed, Nov 23		Academic Scheduling sends request to Departments to indicate what they are planning
		to offer for the next Fall Semester (Updating the Typically Offered Values). Due Monday
		of Finals week. Once received, Academic Scheduling sends Academic Programs Typically
10/-10/-05		Offered Values for Courses (as soon as received).
Wed, Nov 23	Fol No. OF	Academic Scheduling generates Permission Numbers = Room Cap - Class Cap
Thu, Nov 24	- Fri, Nov 25	Thanksgiving Holiday - Campus Closed (No Classes held on Saturday, 11/26/22)
Wed, Nov 30		Academic Scheduling generates Permission Numbers = Room Cap - Class Cap
Fri, Dec 02		Academic Scheduling generates Permission Numbers = Room Cap - Class Cap

Date Start - Date End	Action items in GREEN
Tue, Dec 06	Expiration of GEM ERG Seats held (via Reserve Caps) for Majors/Minors in ALL Classes
Sat, Dec 10	Last Day of Classes
	Final Examinations - Days and Times available in Student and Faculty Centers.
Mon, Dec 12 - Sat, Dec 17	Make-up exam times available: Friday (12/16) 6:15-8:15 PM, 8:30-10:30 PM and
	Saturday (12/17) 4-6pm, 6:15-8:15 PM, 8:30-10:30 PM.
Mon, Dec 12	TENTATIVE START DATE of Spring 2023 New Student Enrollment
Mon, Dec 12	Academic Scheduling generates Permission Numbers = Room Cap - Class Cap
Mon Doc 10	Academic Scheduling generates Permission Numbers = Room Cap - Class Cap (Done
Mon, Dec 19	weekly hereafter until new semester starts)
Thu, Dec 22	Grades Due from Instructors
Sun, Dec 25 - Mon, Jan 02	Winter Break - Campus Closed

Classroom Rush Dates

Course Needs Report Dates

Holiday

Registration Calendar Dates

Schedule Build Process

Direct questions regarding the Schedule Build Timeline to Sally Serrin Melena (sserrin@csusm.edu)