

Fall 2019 Schedule Build & Course Needs Report Timeline

Date Start	-	Date End	Action items in GREEN
Wed, Jan 02	-	Sat, Jan 12	Winter Intersession
January			Academic Scheduling rolls the previous Fall/Spring term's Undergraduate courses into the new Fall/Spring term; topics courses and courses that changed in PSoft since the previous Fall/Spring semester will be removed.
Fri, Jan 11			Pre-Scheduling Process begins - Academic Scheduling sends out 4-week notice to Associate Deans about upcoming Classroom Pre-Scheduling deadline, with college divisions for each auditoria.
Wed, Jan 16			Department Chairs begin working on Schedule. The department's class schedule needs to be provided to department staff by March 4 ; however, <i>it is HIGHLY recommended to get as much of the schedule as possible to your department staff as soon as possible.</i>
Wed, Jan 16	-	Tue, Jan 22	UAS Peer Advisers (Priscilla Arciniega) update A-frames for Degree Planner
Fri, Jan 18	-	Tue, Jan 22	Academic Innovation Specialist (Tasos Lazarides) provides Degree Planner videos for library, digital signage, and Cougar Courses (Barbara Taylor)
Mon, Jan 21			Degree Planner Team (Pam Bell) Current Term (Spring 2019) disappears and is replaced with next term in Degree Planner (uses Time Session 100 for End of Pre-Registration)
Mon, Jan 21			Martin Luther King, Jr. Day – Campus Closed
Tue, Jan 22			Vice Provost sends communication to faculty regarding Degree Planner with link to video for faculty.
Tue, Jan 22			First Day of the Spring 2019 Semester – Instruction begins
Tue, Jan 22			Registrar's Office sends first message to students about Degree Planner in coordination with Academic Advising
Tue, Jan 22	-	Mon, Feb 04	EMS posts transfer credit; processes Change of Major forms; posts test credit. Advising Offices enter course directives from faculty course approvals.
Tue, Jan 22	-	Mon, Feb 04	Add/drop period for Spring 2019
Thu, Jan 24			Academic Scheduling sends Departments the Historical Last Semester Offered and Count to allow for decisions on what classes will/will not be offered this build (enabling increased accuracy on Course Needs Report numbers) and Typically Offered Values (to update values, if needed).
Thu, Jan 24	-	Thu, Jan 31	Academic Programs (Criselda Yee) sends an email to Academic Advising Systems Administrator (altaa@csusm.edu) as soon as faculty submit a Typically Offered value change on their courses.
Thu, Jan 24	-	Fri, Feb 01	Degree Planner Team runs process for each course that had a Typically Offered value change to pull a selected course from the old term.
Fri, Jan 25			IITS update message on Campus App to Review lines suggested for Fall 2019
Thu, Jan 31			Deadline for Department Chairs to submit Classes Offered for Current Schedule Build (not counts, just which courses will be offered) and any changes on Typically Offered Values for Courses
Thu, Jan 31			Academic Schedule gives Academic Programs Typically Offered Values for Courses (as soon as received)
Fri, Feb 01			Deadline for Academic Programs to enter Changes in Course Catalog/Offerings in PeopleSoft
Mon, Feb 04			Add/Drop Deadline – Last day for students to add/drop a course for Spring 2019
Mon, Feb 04			Student Deadline for Degree Planner Data Changes (last day of add/drop)
Tue, Feb 05	-	Thu, Feb 07	Student Degree Planner Data Freeze (1 day after student DP deadline) <i>at 1:00am begin running 2-3 day process to populate tables due to re-shuffling of un-met Spring 2019 lines to Fall 2019. [3 days before Ariel needs data]</i>
Fri, Feb 08			Deadline for Department Chairs to submit prescheduling requests to their Associate Deans, including auditoria needs for class caps higher than 86 (ACD 102, ACD 304, ARTS 240, MARK 125), specialized spaces (MARK 202, SBSB 4119), and medical accommodation needs related to these spaces. All requests 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

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Fri, Feb 08			PAR (Ariel Sustal) pulls Degree Planner data to FREEZE "Add/Drop" Data for Student Use Dashboard
Mon, Feb 11			Deadline for Associate Deans to submit finalized requests to Academic Scheduling for auditoria for class caps higher than 86 (MARK 125, ACD 102, ACD 304, ARTS 240), MARK 202, SBSB 4119, and medical accommodation needs related to these spaces. Requests submitted after this date will be scheduled in the order received after the others are confirmed, and, based on space availability.
Tue, Feb 12			Vice Provost sends out the Course Needs Report to the Deans' Offices
Wed, Feb 13			Associate Deans send out the Course Needs Report to Departments
Mon, Feb 18	-	Fri, Mar 08	Schedule Build Process - Academic Scheduling provides Schedule Build training and focused work sessions.
Mon, Feb 18			Mandatory Schedule Build Meeting – Academic Scheduling goes over important information and updates for the new term build.
Mon, Feb 18			CENSUS DAY
Wed, Feb 20			End Pre-Schedule Period - Academic Scheduling sends auditoria, MARK 202, SBSB 4119 confirmations to Associate Deans for distribution.
Fri, Mar 01	-	Thu, Mar 07	Associate Deans review their college's schedule in relation to the Degree Planner Student Demand Report and notify their departments and Academic Scheduling of any changes that need to be made.
Mon, Mar 04		by 8:00 AM	Deadline for Department Chairs to submit schedules to Academic Coordinators or Department Staff for entering into PeopleSoft. Department Chairs are encouraged to provide schedules prior to this deadline.
Mon, Mar 04			Academic Scheduling sends GEM ERG Report to Department Staff and cc Assoc Deans & Dept Chairs. ADs & DCs have discretion to adjust numbers. Show GEM ERG numbers on class and what should be on classes.
Wed, Mar 06		by Noon	Deadline for Departments to submit COMPETITION PUZZLES for approval from Academic Scheduling (wait for approval to enter in PeopleSoft) Regular puzzled classrooms, assigned by the Associate Deans, do not need Academic Scheduling's approval to be entered into PeopleSoft. Schedule builders may request Academic Scheduling review assigned puzzles for requirements. Assigned puzzled rooms may be entered into PSoft as soon as the puzzling requirements are met. 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)
Fri, Mar 08			End Schedule Build for Department Staff 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 March 29.
Mon, Mar 11	-	Thu, Mar 14	AUDIT PERIOD - Academic Scheduling audits all schedule entries. The primary responsibility for these items lies with the departments offering the classes .
Wed, Mar 13			Deadline for Faculty to submit IITS software requests . All requests after this date will be considered on a case by case basis as to whether IITS can obtain licenses, integrate the requested software, and complete necessary testing to ensure proper functionality https://www.csusm.edu/iits/facstaff/requestform.html
Thu, Mar 14		by 4:00 PM	Academic Scheduling provides Department Staff schedule audit issues for correction.
Fri, Mar 15			Academic Scheduling reopens the class schedule to Department Staff for corrections, as determined by audits.
Mon, Mar 18	-	Fri, Mar 22	Classes/Classroom Placement Process
Fri, Mar 22	-	Tue, Mar 26	Classroom Rush Preparation for Departments - Contact Academic Scheduling if you will not be rescheduling any/all of your UPCs and IPCs during Classroom Rush.
Fri, Mar 22			Academic Scheduling sends email notice to Department Chairs and AC's informing them of UPC and IPC sections and providing them with Classroom Rush schedule.
Mon, Mar 25			Mandatory Training for Classroom Rush Process (for departments with IPCs/UPCs)
Wed, Mar 27	-	Thu, Mar 28	Classroom Rush Process. Strata time and available classrooms based on UPC and IPC list.

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Fri, Mar 29			Academic Scheduling exports Classroom Rush sections into PS. Classroom Rush changes will show in PS by the end of the day.
Mon, Apr 01			Cesar Chavez Day Observed - Campus Closed
Mon, Apr 01	-	Fri, Apr 05	Spring Break - Classes not in session
Tue, Apr 02	-	Thu, Apr 04	Department Final Review: Window for colleges to submit schedule changes to the Academic Scheduling Office (via e-mail to acdsched@csusm.edu). These changes include adding sections, canceling sections, etc. Every effort will be made to process these requests before the schedule goes live.
Tue, Apr 02	-	Fri, Apr 05	Departments can now submit changes, adds, deletions (once students register, classes will be cancelled, not deleted)
Thu, Apr 04			TENTATIVE GO LIVE DATE the Class Schedule will be posted online
Fri, Apr 05			Academic Scheduling generates Permission Numbers for Consent Required Classes
Mon, Apr 15	before 8 AM		PAR (Ariel Sustal) pulls Degree Planner Dat to FREEZE it for comparison to enrollment.
Mon, Apr 15			TENTATIVE DATE for beginning of Continuing Student Registration (2 week total process)
Fri, May 10			Last Day of Instruction
Sat, May 11	-	Thu, May 16	Final Examinations
Thu, May 23			TENTATIVE DATE Grades Due

Classroom Rush Dates

Course Needs Report Dates

Holiday

Registration Calendar Dates

Academic Scheduling