

## Fall 2022 Schedule Build Timeline

Date Start	- Date End	Action items in <b>GREEN</b>
Tue, Dec 21	- Sun, Jan 16	Winter Intersession
January		<b>Academic Scheduling rolls</b> 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.
Mon, Jan 17		<b>Martin Luther King, Jr. Day – Campus Closed</b>
Wed, Jan 19		<b>Department Chairs begin</b> working on Schedule. The department's class schedule needs to be provided to department staff by <b>March 14</b> ; however, <i>it is HIGHLY recommended to get as much of the schedule as possible to your department staff as soon as possible.</i>
Fri, Jan 21		<b>Academic Scheduling sends</b> Departments request to update Course Offerings List for Fall 2022 (Originally sent Dec 2021)
Mon, Jan 24		First Day of the Spring 2021 Semester – Instruction begins
Mon, Jan 24	- Fri, Jan 28	Add/Drop Period for Spring 2021
Mon, Jan 31		<b>Pre-Scheduling Process begins - Academic Scheduling sends</b> out <b>4-week notice</b> to Associate Deans about upcoming Classroom Pre-Scheduling deadline, with college divisions for each auditoria.
Thu, Feb 03		<b>Deadline</b> for <b>Department Chairs to submit</b> update Course Offerings for Fall 2022.
Fri, Feb 04		Add/Drop Deadline – Last day for students to add/drop a course for Spring 2022.
Tue, Feb 15		<b>Vice Provost sends</b> out the Course Needs Report to the Deans' Offices
Fri, Feb 18		<b>Associate Deans send</b> out the <b>Course Needs Report</b> to Departments
Fri, Feb 18		CENSUS DAY
Mon, Feb 21	- Fri, Feb 25	<b>Academic Scheduling provides</b> optional in-depth training for new department schedule builders and current interested staff.
Thu, Feb 24		<b>Deadline</b> for <b>Department Chairs to submit</b> pre-scheduling requests to their Associate Deans, including auditoria needs for class caps higher than 90 (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. <b>Department Chairs/Program Directors:</b> Please consult your Assoc Deans about prescheduling.
Mon, Feb 28	- Wed, Mar 23	<b>Schedule Build Process - Academic Scheduling provides</b> Schedule Build training and focused work sessions. <i>This row is the origin of this timeline.</i>
Mon, Feb 28		<b>Mandatory Schedule Build Meeting – Academic Scheduling goes over</b> important information and updates for the new term build.
Mon, Feb 28		<b>Deadline</b> for <b>Associate Deans to submit</b> finalized pre-scheduling requests to Academic Scheduling for auditoria for class caps higher than 90 (MARK 125, ACD 102, ACD 304, ARTS 240), MARK 202, and SBSB 4119.
Wed, Mar 02		<b>End Pre-Schedule Period - Academic Scheduling sends</b> auditoria, MARK 202, SBSB 4119 confirmations to Associate Deans for distribution.
Mon, Mar 14	by 8 AM	<b>Deadline</b> for <b>Department Chairs to submit</b> schedules to Academic Coordinators or Department Staff for entering into PeopleSoft. <b>Department Chairs are encouraged to provide schedules prior to this deadline.</b>
Tue, Mar 15		<b>Academic Scheduling sends GEM ERG Report</b> to Department Staff showing the number of seats that should be reserved in each course, using GEM ERGs, according to the Course Needs Report.
Fri, Mar 18	by Noon	<b>Deadline for Departments to submit</b> COMPETITION PUZZLES for approval from Academic Scheduling (wait for approval to enter in PeopleSoft). <i>Any regular or competition puzzled room not in compliance with the Puzzling Requirements will have its courses removed from the room (csusm.edu/par/acdsched/puzzling.html)</i>
Mon, Mar 21	- Sat, Mar 26	<b>Spring Break - Classes not in session</b>

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Wed, Mar 23	<b>End Schedule Build for Department Staff</b> <b>Deadline</b> for <b>Department Staff to enter</b> schedule into PSoft and for <b>Department Staff to send</b> in requests for faculty <b>medical accommodations</b> . No changes to the schedule will be accepted until Classroom Rush is over.
Thu, Mar 24 - Mon, Mar 28	<b>AUDIT PERIOD - Academic Scheduling audits</b> all schedule entries. <b>The primary responsibility for these items lies with the departments offering the classes.</b>
Mon, Mar 28 by 4:00 PM	<b>Academic Scheduling provides</b> Department Staff schedule audit issues for correction and reopens the class schedule for Department Staff to those corrections.
Mon, Mar 28 - Fri, Apr 01	<b>Department Staff corrects</b> errors identified in the audits.
Thu, Mar 31	<b>Cesar Chavez Day Observed - Campus Closed</b>
Mon, Apr 04 - Tue, Apr 05	<b>Classes/Classroom Placement Process</b>
Wed, Apr 06	<b>Academic Scheduling sends</b> email notice to Department Chairs and ACs informing them of unplaced sections and providing them with Classroom Rush schedule.
Wed, Apr 06 - Tue, Apr 12	<b>Classroom Rush Preparation for Departments</b> - Contact Academic Scheduling if you will not be rescheduling one or more of your UPCs and IPCs during Classroom Rush.
Mon, Apr 11	<b>Mandatory Training for Classroom Rush Process</b> for departments with unplaced classes.
Wed, Apr 13 - Thu, Apr 14	<b>Classroom Rush Process.</b> Strata time and available classrooms based on UPC/IPC list.
Fri, Apr 15	<b>Academic Scheduling exports</b> Classroom Rush sections into PS. Classroom Rush changes will show in PSoft by the end of the day.
Mon, Apr 18	<b>Departments can now submit changes, adds, deletions</b> (once students register, classes will be cancelled, not deleted)
Wed, Apr 20 by End of Day	<b>Academic Scheduling generates</b> Permission Numbers for Consent Required Classes
Thu, Apr 21	<b>TENTATIVE GO LIVE DATE</b> the Class Schedule will be posted online
Mon, Apr 25 - Fri, May 06	<b>TENTATIVE DATE</b> for beginning of Continuing Student Registration (2 week process)
Fri, May 13	Last Day of Instruction
Sat, May 14 - Thu, May 19	Final Examinations
Thu, May 26	<b>TENTATIVE DATE</b> Grades Due
Mon, Aug 01	<b>Deadline</b> for <b>Faculty to submit IITS software requests</b> . 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 <a href="https://www.csusm.edu/tss/software/index.html">https://www.csusm.edu/tss/software/index.html</a>
Fri, Apr 29	<b>Academic Scheduling generates</b> Permission Numbers for Non-Consent Required Classes for the first time (Amount for each class equal to Classroom Room Cap minus Class Cap)
Through start of next semester	<b>Academic Scheduling generates</b> Permission Numbers for Non-Consent Required Classes on a biweekly basis (Amount for each class equal to Classroom Room Cap minus Class Cap)
Before the 1st First-Year Orientation	Seats held for Majors/Minors (via GEM ERGs) in Lower Division Classes Expire
Before the 1st Transfer Orientation	Seats held for Majors/Minors (via GEM ERGs) in Upper Division Classes Expire
2nd wk of Classes in new semester	<b>Academic Scheduling generates</b> Permission Numbers for Non-Consent Required Classes (Amount for each class equal to Classroom Room Cap minus Enrollment Cap)

Classroom Rush Dates

Course Needs Report Dates

Holiday

Registration Calendar Dates

Action items listed in GREEN TEXT