

Spring 2023 Schedule Build Timeline

Date Start - Date End	Action items in GREEN
Mon, Jun 06 - Sat, Aug 13	Summer Session
Mon, Jul 04	Independence Day Holiday - Day Off
Mon, Aug 15	Departments can now review new term's Undergraduate courses. Topics courses and 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.
Mon, Aug 22	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.
Mon, Aug 22	Academic Scheduling sends Departments the Course Offerings Request to allow for decisions on what classes will/will not be offered this build (enabling increased accuracy on Course Needs Report numbers).
Tue, Aug 23	Department Chairs continue working on Schedule. The department's full class schedule needs to be provided to department staff no later than October 7th at 8:00 AM . It is HIGHLY recommended Chairs get as much of the schedule as possible to department staff as soon as possible.
Fri, Aug 26	Deadline for Department Chairs to submit Classes Offered for Current Schedule Build (not counts, just which courses will be offered)
Mon, Aug 29	First Day of the Fall 2022 Semester – Instruction begins
Mon, Aug 29 - Mon, Sep 12	Add/drop period for Fall 2022 (Week 1 Students Can Enroll via MyCSUSM, Week 2 Enrollment requires a Permission Number)
Fri, Sep 02	Academic Scheduling generates Permission Numbers for current semester = Room Cap - Class Enrollment (Done every day during add/drop hereafter)
Mon, Sep 05	Labor Day – Campus Closed
Mon, Sep 12	Add/Drop Deadline – Last day for students to add/drop a course for Fall 2022
Mon, Sep 19 - Fri, Sep 23	Academic Scheduling provides optional in-depth training for new department schedule builders and current staff.
Mon, Sep 19	Deadline for Department Chairs to submit pre-scheduling requests to their Associate Deans 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
Wed, Sep 21	Vice Provost sends out New Report for Spring 2023 Class Schedule to the Deans' Offices
Fri, Sep 23	Deadline for Associate Deans to submit finalized pre-scheduling requests to Academic Scheduling 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 based on space availability.
Mon, Sep 26	Associate Deans send out the New Report for Spring 2023 Class Schedule to Departments
Mon, Sep 26 - Fri, Oct 14	Schedule Build Process in PeopleSoft - Academic Scheduling provides Schedule Build 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.
Fri, Oct 07	Departments send Academic Scheduling list of courses that should remain Tentative 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.

Date Start - Date End	Action items in GREEN
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 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, Oct 10	Academic Scheduling sends GEM ERG Report to Department Staff and cc Assoc Deans & Dept Chairs.
Mon, Oct 10 - Wed, Oct 12	Associate Deans review their college's class schedule compared to the New Report for 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)
Wed, Oct 12 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, can be entered into PeopleSoft with 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)
Fri, Oct 14	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 . <i>No changes to the schedule will be accepted until Classroom Rush is over on Nov 5.</i>
Mon, Oct 17 - Wed, Oct 19	AUDIT PERIOD - Academic Scheduling audits all schedule entries. <i>The primary responsibility for the class schedule lies with the departments offering the classes.</i>
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. 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 of the unplaced class sections and provides Classroom Rush schedule.
Fri, Oct 28 - Tue, Nov 01	Classroom Rush Preparation for Departments - Contact Academic Scheduling if you will 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
Thu, Nov 03	Academic Scheduling exports Classroom Rush sections into PeopleSoft. Classroom Rush changes will show in PeopleSoft by the end of the day.
Fri, Nov 04 - Thu, Nov 10	Department Final Review Window for colleges to submit schedule changes to Academic 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	Departments can now submit changes, adds, deletions. Once students register, classes will be cancelled, not deleted.
Fri, Nov 04	Academic Scheduling sends out confirmation of classes to remain tentative to Departments for review.
Thu, Nov 10	Academic Scheduling generates Permission Numbers for Consent Required Classes
Fri, Nov 11	Veteran's Day - Campus Closed.

Date Start - Date End	Action items in GREEN
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 Offered Values for Courses (as soon as received).
Wed, Nov 23	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
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
Mon, Dec 12 - Sat, Dec 17	Final Examinations - Days and Times available in Student and Faculty Centers. 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, Dec 19	Academic Scheduling generates Permission Numbers = Room Cap - Class Cap (Done 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) or Kayla Hardin (khardin@csusm.edu)