

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 |
| Fri, Aug 05 | Vice Provost emails advising, coaching, EOP, PASS, tutoring, etc, to promote Degree Planner |
| Mon, Aug 08 | 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 |
| Mon, Aug 08 | Academic Programs removes courses with curriculum changes from the rolled class schedule. |
| Wed, Aug 10 - Fri, Aug 26 | 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. |
| 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). |
| Mon, Aug 22 - Fri, Aug 26 | Academic Scheduling sends an email to Degree Programs Administrator as soon as faculty submit a Typically Offered value change on their courses. |
| Mon, Aug 22 - Fri, Aug 26 | Degree Planner Team runs process for each course that had a Typically Offered value change to pull a selected course from the old term. |
| 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. |
| Tue, Aug 23 | Vice Provost sends message to faculty about open seats, wait lists, and permission numbers for enrollment process (Enrollment Information for Faculty webpage: https://www.csusm.edu/par/acdsched/enroll_info.html), and encouraging them to introduce/recommend Degree Planner to students (students are able to enroll in open seats without permission numbers during 1st week of classes). |
| 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) |
| Mon, Aug 29 - Mon, Sep 12 | EMS posts transfer credit; processes Change of Major forms; posts test credit. Advising Offices enter course directives from faculty course approvals. |
| Fri, Sep 02 | Academic Scheduling generates Permission Numbers for current semester = Room Cap - Class Enrollment (Done every day during add/drop hereafter) |
| Fri, Sep 02 at Noon | IITS updates message on Campus App to Review lines suggested for Spring 2023 |

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| Mon, Sep 05 | Labor Day – Campus Closed |
| Tue, Sep 06 | Registrar's Office sends first message to students about Degree Planner in coordination 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) |
| Mon, Sep 12 | Midnight Degree Planner Team Current term (Fall 2022) disappears and is replaced with next term (uses Time Session 110 for End of First Week). All undergraduate students will have their 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. |
| Mon, Sep 12 | Degree Planner Team Current Term (Fall 2022) disappears and is replaced with next term in Degree Planner (uses Time Session 100 for End of Pre-Registration) |
| Tue, Sep 13 - Thu, Sep 15 | 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 re-shuffling of un-met Fall 2022 lines to Spring 2023. [3 days before PAR Business Analyst needs data] |
| Fri, Sep 16 | Degree Planner Team pulls Degree Planner data to FREEZE "Add/Drop" Data for Student Use Dashboard |
| 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 |
| Thu, Sep 22 | Vice Provost works with Associate Deans on New Report for Spring 2023 Class Schedule, notifies Academic Scheduling of any changes |
| 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. |
| 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. |

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| 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 | 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. |
| 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 |

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| 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 |

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| 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)