

Semester/Schedule Production Task	Date	Timeframe	
Spring 2024:			
Roll Spring 23 to Spring 24	03/06/2023	1 week	
Open CPI - Class Schedule Solicit email to depts	03/13/2023	3 weeks	
Deadline for Class Schedule & room preference changes to be entered in CPI. Close CPI at 8AM - Data enter scheduling information & optimize for classrooms.	04/03/2023	5 weeks	
Sabbatical Approvals reviewed & faculty on sabbatical removed from course assignments	Apr/May 2023		
Open CPI in read-only/Return final Class Schedule to departments for verification - Dept corrections routed through Associate Deans for approval	05/08/2023	1 week	No AB required
Associate Deans review Class Schedule & send corrections/changes to Academic Scheduling	05/15/2023	1 week	No AB required
Process dept corrections & Associate Dean changes	05/22/2023	1 week	
Class Schedule Viewable on CougarNet. AB Forms to add, change, & cancel Spring 2024 courses are accepted	05/26/2023		
Class Schedule Solicit with issues to resolve (Missing Instructor, No Classroom, On Reserve, etc.). Depts provide updates routed through Associate Deans for approval	10/02/2023	1 week	No AB required
Associate Deans review & send corrections/changes to Academic Scheduling	10/09/2023	1 week	No AB required
Academic Scheduling processes corrections/changes. Any courses without classroom assignments placed on Reserve status	10/16/2023	1 week	
Class Schedule Solicit with Missing Instructor, On Reserve, to depts to resolve. Depts provide updates routed through Associate Deans for approval to Academic Scheduling	12/04/2023	2 weeks	No AB required
Courses without instructor assignment will be assigned to department chair	12/18/2023		
Academic Scheduling runs 0 Enrollment Report & places courses on Cancel or Reserve status	01/22/2024		No AB required
Faculty Load Report sent to depts. Verification & update routed through Associate Deans for approval	01/29/2024	2 weeks	No AB required
Summer 2024:			
Roll Summer 23 to Summer 24	08/28/2023	1 week	
Open CPI - Class Schedule Solicit email to depts	09/05/2023	3 weeks	
Deadline for Class Schedule & room preference changes to be entered in CPI. Close CPI at 8AM - Data enter scheduling information & optimize for classrooms.	09/25/2023	5 weeks	
Open CPI in read-only/Return final Class Schedule to departments for verification - Dept corrections routed through Associate Deans for approval	10/30/2023	1 week	No AB required
Associate Deans review Class Schedule & send corrections/changes to Academic Scheduling	11/06/2023	1 week	No AB required
Process dept corrections & Associate Dean changes	11/13/2023	1 week	
Class Schedule Viewable on CougarNet. AB Forms to add, change, & cancel Summer 2024 courses are accepted.	11/17/2023		
Class Schedule Solicit with issues to resolve (Missing Instructor, No Classroom, On Reserve, etc.). Depts provide updates routed through Associate Deans for approval	02/26/2024	1 week	No AB required
Associate Deans review & send corrections/changes to Academic Scheduling	03/04/2024	1 week	No AB required

Academic Scheduling processes corrections/changes. Any courses without classroom assignments placed on Reserve status	03/11/2024	1 week	
Class Schedule Solicit with Missing Instructor, On Reserve, to depts to resolve. Depts provide updates routed through Associate Deans for approval to Academic Scheduling	04/29/2024	2 weeks	No AB required
Courses without instructor assignment will be assigned to department chair	05/13/2024		
Academic Scheduling runs 0 Enrollment Report & places courses on Cancel or Reserve status	06/10/2024		No AB required
Faculty Load Report sent to depts. Verification & update routed through Associate Deans for approval	06/17/2024	2 weeks	No AB required
Fall 2024:			
Roll Fall 23 to Fall 24	10/02/2023	1 week	
Open CPI - Class Schedule Solicit email to depts	10/09/2023	3 weeks	
Deadline for Class Schedule & room preference changes to be entered in CPI. Close CPI at 8AM - Data enter scheduling information & optimize for classrooms.	10/30/2023	5 weeks	
Open CPI in read-only/Return final Class Schedule to departments for verification - Dept corrections routed through Associate Deans for approval	12/11/2023	1 weeks	No AB required
Associate Deans review Class Schedule & send corrections/changes to Academic Scheduling	12/18/2023	1 week	No AB required
Process dept corrections & Associate Dean changes	01/02/2024	1 week	
Class Schedule Viewable on CougarNet. AB Forms to add, change, & cancel Fall 2024 courses are accepted.	01/05/2024		
Class Schedule Solicit with issues to resolve (Missing Instructor, No Classroom, On Reserve, etc.). Depts provide updates routed through Associate Deans for approval	02/26/2024	1 week	No AB required
Associate Deans review & send corrections/changes to Academic Scheduling	03/04/2024	1 week	No AB required
Academic Scheduling processes corrections/changes. Any courses without classroom assignments placed on Reserve status	03/11/2024	1 week	
Class Schedule Solicit with Missing Instructor, On Reserve, to depts to resolve. Depts provide updates routed through Associate Deans for approval to Academic Scheduling	07/22/2024	2 weeks	No AB required
Courses without instructor assignment will be assigned to department chair	08/05/2024		
Academic Scheduling runs 0 Enrollment Report & places courses on Cancel or Reserve status	09/03/2024		No AB required
Faculty Load Report sent to depts. Verification & update routed through Associate Deans for approval	09/09/2024	2 weeks	No AB required