

LEGEND
Schedule Build Process
Classroom Rush Dates
Holiday
Registration Calendar Dates
Course Needs Report Dates

Fall 2024 Schedule Build Timeline

Date Start - Date End	Semester /Build	Who?	Action items in GREEN
Mon, Jan 08	Fall Build	DCs	Academic Scheduling sends Departments the Course Offerings Update Request to allow for decisions on what classes will/will not be offered this build.
Tue, Jan 09	Fall Build	ADs	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, Jan 15	Spring		Martin Luther King, Jr Holiday - Campus Closed
Tue, Jan 16	Fall Build	DCs & Staff	Departments can now review new term's Undergraduate courses. Topics courses and courses that have changed in the Catalog or PSoft since the previous Fall/Spring semester have been removed.
Wed, Jan 17	Spring	Faculty	Faculty Pre-instruction Activities
Mon, Jan 22	Spring		First Day of Classes – Instruction begins
Mon, Jan 22 - Fri, Feb 02	Spring		Add/Drop Period - Enrollment during the First & Second Week differ.
Mon, Jan 22	Spring	Faculty	Academic Scheduling generates Permission Numbers = Classroom Size - Class Cap.
Mon, Jan 22	Spring	Faculty & Students	Spring 2024 Wait Lists are no longer processed. The system will not automatically move students into enrolled when seats become available. Students on wait list will need a permission number to enroll. Faculty are encouraged to use waitlist to distribute permission numbers.
Mon, Jan 22 - Fri, Jan 26	Spring		First Week of Add/Drop Period for Spring 2024: Students may enroll in open classes in MyCSUSM (green on the class schedule) without permission number through 11:59pm PST on Sep 1. A permission number is required for closed and waitlisted classes.
Fri, Jan 26	Fall Build	Faculty	Academic Scheduling generates Permission Numbers = Classroom Size - Enrollment Cap
Sat, Jan 27 - Fri, Feb 02	Spring		Second Week of Add/Drop Period: All classes require a permission number to enroll.
Fri, Feb 02	Spring	Students	Deadline for Students to make Degree Planner Data Changes (last day of add/drop)
Fri, Feb 02	Spring		Add/Drop Deadline – Last day for students to add/drop a course
Fri, Feb 02	Fall Build	DCs	Deadline for Department Chairs to reply to the Course Offerings Update Request.
Fri, Feb 16	Spring		CENSUS DAY
Tue, Feb 20	Fall Build	Vice Provost & ADs	Vice Provost sends out Fall 2024 Course Need Report Class Schedule to the Deans' Offices. If any changes are made at Dean's request, Vice Provost notifies Academic Scheduling.
Fri, Feb 23	Fall Build	ADs & DCs	Associate Deans send out the Fall 2024 Course Need Report to Departments.
Fri, Feb 23	Fall Build	DCs & ADs	Deadline for Department Chairs to submit pre-scheduling requests to their Associate Deans. 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.
Mon, Feb 26 - Fri, Mar 01	Fall Build	Staff	Academic Scheduling provides optional in-depth training in PeopleSoft for new schedule builders, current staff, and department chairs - Day/Time TBD
Thu, Feb 29	Fall Build	ADs	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, Mar 04 - Fri, Mar 22	Fall Build	DCs & Staff	Schedule Build Process in PeopleSoft - Academic Scheduling provides Schedule Build training and focused work sessions.
Mon, Mar 04	Fall Build	Staff	Mandatory Schedule Build Meeting for Fall 2024 Build – Academic Scheduling goes over important information and updates for the new term build.
Tue, Mar 05	Fall Build	DCs & Staff	End Pre-Schedule Period - Academic Scheduling distributes pre-scheduled class confirmations.
Fri, Mar 08 by 8:00 AM	Fall Build	DCs & Staff	Deadline for Department Chairs to submit schedules to Department Staff for entry into PeopleSoft. Department Chairs are encouraged to provide schedules prior to this deadline.
Mon, Mar 11	Fall Build	Staff	Academic Scheduling sends GEM ERG Report to Department Staff & Department Schedule Builders
Mon, Mar 18 - Sun, Mar 24	Spring		Spring Break
Mon, Mar 18	Summer Build	Faculty	Academic Scheduling generates permission numbers for all Summer classes.
Wed, Mar 20 by Noon	Fall Build	DCs & Staff	Deadline for Departments to submit COMPETITION PUZZLES for approval from Academic Scheduling. Wait for approval to enter in PeopleSoft. Regular puzzled classrooms can be entered in PSoft without approval (www.csusm.edu/par/acdsched/puzzling.html)
Fri, Mar 22	Fall Build	DCs & Staff	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 the Monday following Classroom Rush.

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Mon, Mar 25	Fall Build	Faculty	Start Date for Faculty to submit course material needs to Bookstore. Faculty are asked to submit needs, including classes that are Zero Cost Materials) as soon as they are assigned (Form: https://forms.office.com/r/5JvKC8mSBr)
Mon, Mar 25 - Wed, Mar 27	Fall Build	DCs & Staff	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, Mar 25	Summer Build		TENTATIVE DATE for Summer 2024 Continuing Student Enrollment
Wed, Mar 27 by 4:00 PM	Fall Build	DCs & Staff	Academic Scheduling provides Department Staff the Fall 2024 Corrections identified in Audits. Academic Scheduling reopens the class schedule for this purpose. <i>Changes not indicated by Academic Scheduling can be made via form/request to Academic Scheduling after the classroom rush process has been completed.</i>
Wed, Mar 27 - Fri, Mar 29	Fall Build	DCs & Staff	Schedule Builders review and input corrections in PeopleSoft, as determined by audits - corrections not made will result in the section being made tentative and not placed in a classroom. <i>Changes not indicated by Academic Scheduling can be made via form/request to Academic Scheduling after the classroom rush process has been completed.</i>
Mon, Apr 01	Spring		Cesar Chavez Day Observed - Campus Closed
Tue, Apr 02 - Fri, Apr 05	Fall Build		Fall 2024 Classes/Classroom Placement Process
Tue, Apr 02	Fall Build		Academic Scheduling reviews Audit Corrections.
Fri, Apr 05 - Tue, Apr 09	Fall Build	DCs & Staff	Academic Scheduling sends email notice of the unplaced class sections and provides Classroom Rush schedule. Department chairs reschedule unplaced classes into available classrooms. <i>To cancel unplaced classes, send email to Academic Scheduling.</i>
Mon, Apr 08	Fall Build	DCs & Staff	Mandatory Training for Classroom Rush Process for departments with unplaced classes.
Wed, Apr 10 - Thu, Apr 11	Fall Build	DCs & Staff	Classroom Rush. Departments use scheduling software to place any unplaced classes with rescheduled times into available rooms.
Fri, Apr 12	Fall Build	DCs & Staff	Academic Scheduling exports Classroom Rush sections into PeopleSoft. Classroom Rush changes will show in PeopleSoft by the end of the day.
Mon, Apr 15 - Fri, Apr 19	Fall Build	DCs & Staff	Department Review & Submit Change Requests - Do NOT submit changes before this date. Departments review class schedule for the upcoming term and submit change, add, deletion forms (before the class schedule is live).
Fri, Apr 19	Fall Build	Faculty	Academic Scheduling generates Permission Numbers for Consent Required Classes
Mon, Apr 22	Fall Build		TENTATIVE GO LIVE DATE for Fall 2024 Class Schedule
Fri, Apr 26	Fall	Faculty	Academic Scheduling generates Permission Numbers weekly (for 4 weeks) = Room Cap - Class Cap. Faculty may submit a Permission Number Request form, but numbers will only be generated if there is available seats in the classroom.
Mon, Apr 29 - Fri, May 10	Fall		TENTATIVE DATES for Fall 2024 Continuing Student Enrollment
Mon, Apr 29	Spring	DCs	Academic Scheduling sends Course Offering request to Departments to indicate what they are planning to offer for the Spring & Summer 2025 Semesters.
Mon, May 06	Fall	Vice Provost & ADs	Vice Provost sends Updated Enrollment Report to the Associate Deans bi-Weekly through the end of Orientations, provided by Academic Scheduling.
Fri, May 10	Spring		Last Instructional Day of Spring 2024 Classes
Sat, May 11 - Thu, May 16	Spring		Final Examinations - Days and Times available in MyCSUSM
Thu, May 23	Spring	Faculty	Grades Due from Instructors for Spring 2024 Classes
Mon, Jun 10	Fall		TENTATIVE DATES of Fall 2024 Enrollment for Incoming Transfer Students
Tue, Jun 11	Fall Build	Staff	Expiration of Upper Division GEM ERG Seats held (via Reserve Caps) for Majors/Minors
Mon, Jun 24	Fall		TENTATIVE DATES of Fall 2024 Enrollment for Incoming First-Year Students
Tue, Jun 25	Fall Build	Staff	Expiration of Lower Division GEM ERG Seats held (via Reserve Caps) for Majors/Minors
Thu, Aug 15	Summer	Faculty	Grades due from Instructors for Summer 2024 Classes

Who is Who?

Acad Prog - Office of Academic Programs | **ADs** - Associate Deans in each College | **Advising** - Academic Advising | **Bookstore** - University Bookstore Staff | **BSE** - Implementors of Block Scheduling & Enrollment | **Business Analyst** - PAR Business Analyst | **ChatBot** - Staff Team for the ChatBot | **Curriculum Analyst** - Catalog Curriculum Analyst in EMS | **DCs** - Department Chairs, School Directors, Program Directors, and all other Schedule Builders | **eAdvising** - Staff Team for the Degree Planner | **EMS** - Enrollment Management Services | **Faculty** - All Instructors | **IIT&S** - Instructional and Information Technology Services | **IP&A** - Institutional Planning & Analysis | **Staff** - Department Staff Schedule Builders | **Student Services** - Student Facing Services | **Students** - All Students | **Vice Provost** - Vice Provost, Director of PAR