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

Fall 2024 Schedule Build Timeline
CNR & BSE Version

This version of the timeline is for the purposes of creating the Course Need Report (CNR) and implementing Block Scheduling & Enrollment (BSE)

Date Start - Date End	Semester /Build	Who?	Action items in GREEN
Mon, Jan 08 - Fri, Jan 12	Fall Build	Curriculum Analyst	**Academic Scheduling rolls** new semester and **sends** newly rolled schedule to Curriculum Analyst to delete classes that have gone through curriculum changes
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.
Mon, Jan 08	Fall Build	EMS	**Enrollment Management Services matriculates** Newly Admitted Students, in Test Environment, to enable viewing of the Degree Planner data.
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	EMS & Acad Prog	**Academic Programs/Advising and Registrar's Office works** on messaging to students about for Degree Planner changes deadline. Email message to go out second week of classes, posted in Cougar Courses, and other communications.
Tue, Jan 16 - Fri, Jan 19	Fall Build	eAdvising Team	**Academic Scheduling contacts** the Degree Planner Team to check and run process for each course that had a Typically Offered value change and pull a selected course from old terms.
Tue, Jan 16	Spring	Student Services	**Reminder to promote Degree Planner review/update in first 2 weeks of semester to students** - Advising, Success Coaching, Readiness Services, EOP, and others.
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	Spring	Faculty	**Academic Scheduling generates** Permission Numbers = Classroom Size - Class Cap.
Mon, Jan 22 - Fri, Feb 02	Spring		**Add/Drop Period -** Enrollment during the First & Second Week differ.
Mon, Jan 22 - Mon, Feb 05	Fall Build	eAdvising, EMS, & Advising	**eAdvising Team 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, 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
Fri, Jan 26 at Noon	Fall Build	IIT&S & ChatBot	**IITS updates** message on Campus App and **Chat Bot Group** sends ChatBot Message to Students encouraging them to review Degree Planner lines suggested for Fall 2024 by deadline
Sat, Jan 27 - Fri, Feb 02	Spring		**Second Week of Add/Drop Period**: All classes require a permission number to enroll.
Mon, Jan 29	Fall Build	EMS & Advising	**Registrar's Office sends** first message to students about Degree Planner in coordination with Academic Advising.
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 02	Spring	Students	**Deadline** for Students to make Degree Planner Data Changes (last day of add/drop)
Fri, Feb 02 - Mon, Feb 05	Fall Build	eAdvising	**Degree Planner Team changes Current Term and implements Student Degree Planner Data Freeze**. Current Term (Spring 2024) disappears and is replaced with next term in Degree Planner (uses Time Session 100 for End of Pre-Registration). Begin running 2-3 day process to populate tables due to re-shuffling of un-met Spring 2024 lines to Fall 2024. 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 day after add/drop. **Degree Planner Team pulls** Degree Planner data to FREEZE "Add/Drop" Data for Student Use Dashboard
Mon, Feb 05	Fall Build	Business Analyst	**Academic Scheduling provides** Course Offerings for Fall to Business Analyst

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Mon, Feb 05	Fall Build	IP&A	**Institutional Planning & Analysis (IP&A) provides** projection on retention of continuing students & the prior year's average unit load by Academic Level (FTF, Trans, Fresh, Soph, Junior, Senior).
Mon, Feb 12	Fall Build	EMS	**Enrollment Management Services (EMS) provides** most current projected number of Fall incoming (new) students by Academic Plan code to PAR Business Analyst.
Fri, Feb 16	Spring		**CENSUS DAY**
Mon, Feb 19	Fall Build	Business Analyst	**PAR Business Analyst delivers** the **Fall 2024 Course Need Report** to Vice Provost.
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	BSE Group	**Block Scheduling & Enrollment: Academic Scheduling works** with the Literature & Writing Studies and Mathematics departments to set aside seats for category 3 & 4 students in A2 & B4.
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.
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.
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 11	Fall Build	BSE Group	**Block Scheduling & Enrollment: Academic Scheduling checks** capacity totals, mirrored courses, and places classes and sends A2 & B4 coordinators the plan for pre-enrollment.
Mon, Mar 18	Summer Build	Faculty	**Academic Scheduling generates** permission numbers for all Summer classes.
Mon, Mar 18 - Sun, Mar 24	Spring		**Spring Break**
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.*
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	Staff	**AUDIT PERIOD - Academic Scheduling audits** all schedule entries. *The primary responsibility for the class schedule lies with the departments offering the classes.*
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. *Changes not indicated by Academic Scheduling can be made via form/request to Academic Scheduling after the classroom rush process has been completed.*
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. *Changes not indicated by Academic Scheduling can be made via form/request to Academic Scheduling after the classroom rush process has been completed.*
Mon, Apr 01	Spring		**Cesar Chavez Day Observed - Campus Closed**

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Tue, Apr 02	Fall Build		**Academic Scheduling reviews** Audit Corrections.
Tue, Apr 02 - Fri, Apr 05	Fall Build		**Fall 2024 Classes/Classroom Placement Process**
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. *To cancel unplaced classes, send email to Academic Scheduling.*
Mon, Apr 08	Fall Build	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
Fri, Apr 19	Fall Build	Bookstore	**Zero Cost Course Materials Designation Inputted**
Mon, Apr 22	Fall	EMS & Students	**EMS sends** Fall Enrollment Appointments to Continuing Students
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	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, Apr 29 - Fri, May 10	Fall		**TENTATIVE DATES for Fall 2024 Continuing Student Enrollment**
Wed, May 01	Fall		**Block Scheduling & Enrollment: Academic Scheduling updates** website about potential pre-enrollment in A2 & B4 & select A3 classes.
Mon, May 06	Fall	BSE Group	**Block Scheduling & Enrollment: International Programs provides** list of international students (prioritized by paperwork completion) and **First Year Programs provides** list of students in specialized GEL sections & learning communities to Academic Scheduling. **Athletics updates** student athlete roster in PSoft
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**
Fri, May 31	Fall	EMS	**Block Scheduling & Enrollment: Academic Scheduling provides** list to EMS of students to be be pre-enrolled in GEW 100/101A &/or MATH 105/5 & maybe GEL 101
Mon, Jun 03 - Sat, Aug 10	Summer		**Full Summer Session Classes**
Mon, Jun 03 - Fri, Jun 07	Fall	EMS	**Block Scheduling & Enrollment: EMS pre-enrolls** students into BSE classes and sends notification of pre-enrollment.
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
Wed, Jun 19	Summer		**Juneteenth Holiday - Campus Closed**
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

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Thu, Jul 04	Summer		**Independence Day Holiday - Campus Closed**
Thu, Aug 08	Fall		**Block Scheduling & Enrollment: Academic Scheduling provides** spreadsheet to EMS of students to unenroll in the original Category 3/4 class and enroll into Category 2.5 class for A2 &/or B4 ("mirrored" class) in Fall, based on grades in Early Start and Category Changes. Only for students still enrolled in the original pre-enrolled class.
Mon, Aug 12 - Fri, Aug 16	Fall	EMS	**Block Scheduling & Enrollment: EMS unenrolls/enrolls** students who have changed category/placement and sends notification.
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