

Class Schedule Building Timeline

FALL 2025 Semester

Classes Begin/End: 08/21/2025 - 12/07/2025

Finals: 12/08-14/2025

DATE	ACTIVITY
01/13/2025	<p>Class Schedule Building Begins.</p> <p>Colleges and departments begin building their class schedules in PeopleSoft into non-Large Lecture Spaces (LLS) allocated to their college/department. Pre-assignments of LLS by colleges and departments will be removed. Official assignments of LLS in the PS Schedule of Classes will be completed by the Scheduling Team. Colleges and departments are expected to cooperate by respecting the timeline and only scheduling into spaces allocated to them.</p> <p>Prior to scheduling non-EWS GE Area F courses, non-EWS departments must complete consultation with the EWS Department Chair (Policy 1122 Section 2.2). GE Area F classes have a seat capacity limit of 40.</p> <p>Corequisite courses and cross/dual-listed courses in the University Catalog may be linked or combined, respectively; justification is required for courses that are not corequisites, cross-listed, or dual-listed. Email requests to link corequisite class sections and/or combine cross/dual listed class sections to scheduling@cpp.edu.</p> <p>NOTES: During the first 10 weeks of the term, modular spaces – buildings 24A-24D – lack cooling capacity abilities on days when the temperature reaches triple digits. To allow the a/c equipment in the modular spaces to recover and satisfactorily cool the spaces, departments with scheduling priority in modular spaces should schedule gaps in between scheduled classes. Departments that do not have scheduling priority in the modular spaces are asked to avoid scheduling classes in them. The Office of Academic Planning will create events during the gaps to prevent classes and events from being scheduled into the modular spaces.</p>
01/13/2025	<p>Scheduling Large Lecture Classes (Enrollment Capacity ≥72)</p> <p>Colleges and departments schedule their Large Lecture Classes (enrollment capacity of ≥72) in PeopleSoft as follows:</p> <p>Include:</p> <ul style="list-style-type: none"> • Meeting Day(s) • Meeting Times • Meeting Start and End Dates • Active Class Status • Hybrid Synchronous Instruction Mode ONLY – enter 998 1000 as the facility id for the online class meetings; leave facility id blank for in-person meetings. <p>Exclude:</p> <ul style="list-style-type: none"> • Facility ID – leave blank for in-person meeting(s) <p>NOTES:</p> <ul style="list-style-type: none"> • Large Lecture Classes with a Class Status of <i>Tentative</i> or <i>Stop Further Enrollment</i> <u>will NOT</u> be assigned a Large Lecture Space. • Large Lecture Hybrid classes must meet in-person weekly to be assigned a Large Lecture Space. • Hybrid Synchronous classes that do not have 998 1000 entered for the online class meeting(s) will NOT be assigned a Large Lecture Space.

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02/03/2025 (varies by college)	<p>INTRA-College Scheduling Begins</p> <p>Department schedulers work with their College Scheduling Coordinator/Dean’s Office to request spaces that have been allocated to their college for department classes not assigned a space. Departments are expected to cooperate by respecting the timeline and only scheduling into spaces allocated to their college.</p>
02/10-16/2025	<p>PeopleSoft Schedule of Classes Access Temporarily Frozen</p> <p>Access to the PeopleSoft Schedule of Classes is temporarily frozen to assign Large Lecture Spaces (LLS) to Large Lecture Classes.</p>
02/13/2025	<p>Large Lecture Spaces Assignment Report</p> <p>The Office of Academic Planning will email colleges and departments a report of Large Lecture Space assignments.</p>
02/17/2025	<p>PeopleSoft Schedule of Classes Access Restored</p>
02/17/2025	<p>INTER-College Scheduling Begins</p> <p>Colleges and departments may begin scheduling classes into any remaining available lecture spaces, <u>including</u> Large Lecture Spaces (LLS). Colleges and departments are expected to cooperate by respecting the timelines and release unused lecture spaces that were allocated to their college. Departments should ensure classes are scheduled in appropriately sized lecture spaces. Non-Large Lecture Classes scheduled into an LLS may be asked to be moved.</p> <p>NOTES: All laboratory spaces are considered special-purpose rooms. Authorization from the college must be given to the requestor prior to assigning any laboratory space to a class in the PeopleSoft Schedule of Classes.</p>
02/24/2025 – 03/02/2025	<p>PeopleSoft Schedule of Classes Access Temporarily Frozen</p> <p>Access to the PeopleSoft Schedule of Classes temporarily frozen for clean-up and analysis.</p> <p>The Office of Academic Planning will:</p> <ul style="list-style-type: none"> • check the Auto Enroll from Wait List box for classes that do not require consent • populate the Wait List Capacity to match the Enrollment Capacity for classes that do not require consent. • remove extra components from multiple component classes (299x, 499x, and 599x) • email a report of variable unit classes to colleges and departments. • email a report of classes where instruction mode and meeting pattern(s) do not align. <p>NOTES: Changes to variable unit classes after student fees are due and cancelling classes when students do not have access to the registration system may negatively affect enrolled students’ fees and financial aid received. Review the online academic year calendar prior to initiating changes: https://www.cpp.edu/academicplanning/academic-calendar/index.shtml.</p>
03/03/2025	<p>PeopleSoft Schedule of Classes Access Restored</p>
03/10/2025*	<p>BroncoDirect Schedule of Classes</p> <p>Schedule of classes is available in BroncoDirect.</p>

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04/07/2025 – 06/11/2025 (tentative)	Continuing Student Registration
06/09/2025 – 08/08/2025 (tentative)	New Student Registration
08/07/2025	Open University Schedule of Classes Available The Office of Academic Planning clones the Regular Academic Session Schedule of Classes (course offer #1) to create the Open University Session Schedule of Classes (course offer #2).
08/11/2025*	Tentative Classes in Lecture Spaces The Office of Academic Planning will remove lecture spaces from tentative classes with no instructors except for high-service load lower-division classes in BIO, COM, ENG, MAT, PHY, and STA.
08/11/2025 – 09/04/2025	Add/Drop without Record Period
08/21/2025	First Day of Classes
09/05/2025 – 09/16/2025	Schedule of Classes Clean-up In preparation for Academic Planning Database (APDB) Reporting to the Chancellor’s Office, the Office of Academic Planning will provide the following reports to colleges and departments to review and, if applicable, clean-up: <ul style="list-style-type: none"> • Active classes with no instructor (clean-up) • Classes with two or more primary instructors (clean-up) • Topics IDs in the Basic Data tab and Meetings tab do not match (clean-up) • Classes with zero enrollment (review) <p>Departments are expected to have their classes cleaned-up prior to access being frozen on census.</p>
09/17/2025	CENSUS
09/17/2025	PeopleSoft Schedule of Classes Access Permanently Frozen Access to the PeopleSoft Schedule of Classes permanently frozen to allow the Office of Academic Planning to work on APDB Reporting to the Chancellor’s Office. Colleges and departments will need to reach out to scheduling@cpp.edu to request updates.
09/17/2025	Zero Enrollment Classes The Office of Academic Planning will cancel all class sections with zero enrollment.



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09/25/2025	<p data-bbox="334 386 1263 415">PeopleSoft/BroncoDirect Schedule of Classes Final Exam Assignment</p> <p data-bbox="334 436 1446 501">The Office of Academic Planning will populate the final exam for classes that meet all the following criteria:</p> <ul data-bbox="383 527 1268 632" style="list-style-type: none"><li data-bbox="383 527 911 556">• lectures or seminars 2-units or greater<li data-bbox="383 562 979 592">• scheduled during an approved time module<li data-bbox="383 598 1268 627">• have an instruction mode of in-person, fully synchronous, or hyflex <p data-bbox="334 667 1435 732">Hybrid classes needing a space during finals week for an in-person final must submit an academic space request in 25Live.</p>