



Class Schedule Building Timeline

SUMMER 2025 Sessions

OU/1: 06/04/2025 - 08/08/2025 (Finals: 08/11-15/2025)
 OU1/5W1: 06/04/2025 - 07/03/2025 (Finals: 07/07-08/2025)
 OU2/5W2: 07/10/2025 - 08/08/2025 (Finals: 08/11-12/2025)

DATE	ACTIVITY
12/09/2024	<p>Class Schedule Building Begins.</p> <p>Colleges and departments begin building their class schedules in PeopleSoft into spaces allocated to their college/department. Colleges and departments are expected to cooperate by respecting the timeline and only scheduling into spaces allocated to them.</p> <p>All courses must be scheduled through the Open University Sessions (course offer #2) unless approval to be scheduled through the Regular Academic Session (course offer #1) was granted by the Associate Vice President for Academic Planning.</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>
12/09/2024	<p>Scheduling Large Lecture Classes (Enrollment Capacity ≥72)</p> <p>Colleges and departments schedule their summer Large Lecture Classes enrollment capacity of ≥72) into Large Lecture Spaces in PeopleSoft for which scheduling priority has been allocated in the Principles and Procedures for Scheduling Large Lecture Classes. Ensure that large lecture classes are assigned in appropriately sized instructional spaces.</p>
01/06/2025 (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>
01/20/2025	<p>INTER-College Scheduling Begins</p> <p>Colleges and departments may begin scheduling classes into any remaining available lecture spaces. Colleges and departments are expected to cooperate by respecting the timelines and release unused lecture spaces that were allocated to their college.</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>



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DATE	ACTIVITY
01/27/2025 – 02/02/2025	<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>
02/03/2025	PeopleSoft Schedule of Classes Access Restored
02/10/2025*	<p>BroncoDirect Schedule of Classes</p> <p>Schedule of classes is available in BroncoDirect.</p>
03/10/2025 – 05/07/2025 (tentative)	Continuing Student Registration
05/14/2025*	<p>Tentative Classes in Lecture Spaces</p> <p>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.</p>
OU1/5W1: 05/14 – 06/09/2025 OU/1: 05/14 – 06/11/2025 OU2/5W2: 05/14 – 07/15/2025	Add/Drop without Record Period
OU1/5W1/OU/1: 06/04/2025 OU2/5W2: 07/10/2025	First Day of Classes



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DATE	ACTIVITY
OU1/5W1: 06/10/2025 OU/1: 06/12/2025 OU2/5W2: 07/16/2025	<p>Schedule of Classes Clean-up</p> <p>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:</p> <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>
OU1/5W1: 06/16/2025 OU/1: 06/30/2025 OU2/5W2: 07/22/2025	<p>CENSUS</p>
OU1/5W1: 06/16/2025 OU/1: 06/30/2025 OU2/5W2: 07/22/2025	<p>PeopleSoft Schedule of Classes Access Permanently Frozen</p> <p>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.</p>
OU1/5W1: 06/16/2025 OU/1: 06/30/2025 OU2/5W2: 07/22/2025	<p>Zero Enrollment Classes</p> <p>The Office of Academic Planning will cancel all class sections with zero enrollment.</p>