Semester/Schedule Production Task	Date	Timeframe	
Spring 2026:			
Roll Spring 25 to Spring 26	02/24/2025	1 week	
Open CPI - Class Schedule Solicit email to depts	03/03/2025	4 weeks	
Deadline for Class Schedule & room preference changes to be entered in CPI. Close CPI at 8AM - Data enter scheduling information & optimize for classrooms.	03/31/2025	5 weeks	
Open CPI in read-only/Return final Class Schedule to departments for verification - Dept corrections routed through Associate Deans for approval	05/05/2025	1 week	No AB required
Associate Deans review Class Schedule & send corrections/changes to Academic Scheduling	05/12/2025	1 week	No AB required
Process dept corrections & Associate Dean changes	05/19/2025	1 week	
Class Schedule Viewable on CougarNet. AB Forms to add, change, & cancel Spring 2025 courses are accepted	05/23/2025		
Class Schedule Solicit with issues to resolve (Missing Instructor, No Classroom, On Reserve, etc.). Depts provide updates routed through Associate Deans for approval	09/29/2025	1 week	No AB required
Associate Deans review & send corrections/changes to Academic Scheduling	10/06/2025	1 week	No AB required
Academic Scheduling processes corrections/changes. Any courses without classroom assignments placed on Reserve status	10/13/2025	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	12/01/2025	2 weeks	No AB required
Courses without instructor assignment will be assigned to department chair	12/15/2025		
Academic Scheduling runs 0 Enrollment Report & places courses on Cancel or Reserve status	01/26/2026		No AB required
Faculty Load Report sent to depts. Verification & update routed through Associate Deans for approval	02/02/2026	2 weeks	No AB required
Summer 2026:			
Roll Summer 25 to Summer 26	08/18/2025	1 week	
Open CPI - Class Schedule Solicit email to depts	08/25/2025	4 weeks	
Deadline for Class Schedule & room preference changes to be entered in CPI. Close CPI at 8AM - Data enter scheduling information & optimize for classrooms.	09/22/2025	5 weeks	
Open CPI in read-only/Return final Class Schedule to departments for verification - Dept corrections routed through Associate Deans for approval	10/27/2025	1 week	No AB required
Associate Deans review Class Schedule & send corrections/changes to Academic Scheduling	11/03/2025	1 week	No AB required
Process dept corrections & Associate Dean changes	11/10/2025	1 week	
Class Schedule Viewable on CougarNet. AB Forms to add, change, & cancel Summer 2025 courses are accepted.	11/14/2025		
Class Schedule Solicit with issues to resolve (Missing Instructor, No Classroom, On Reserve, etc.). Depts provide updates routed through Associate Deans for approval	03/02/2026	1 week	No AB required
Associate Deans review & send corrections/changes to Academic Scheduling	03/09/2026	1 week	No AB required
Academic Scheduling processes corrections/changes. Any courses without classroom assignments placed on Reserve status	03/16/2026	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	05/04/2026	2 weeks	No AB required
Courses without instructor assignment will be assigned to department chair	05/18/2026		
Academic Scheduling runs 0 Enrollment Report & places courses on Cancel or Reserve status	06/15/2026		No AB required
Faculty Load Report sent to depts. Verification & update routed through Associate Deans for approval	06/22/2026	2 weeks	No AB required
Fall 2026:			
Roll Fall 25 to Fall 26	09/22/2025	1 week	
Open CPI - Class Schedule Solicit email to depts	09/29/2025	4 weeks	
Deadline for Class Schedule & room preference changes to be entered in CPI. Close CPI at 8AM - Data enter scheduling information & optimize for classrooms.	10/27/2025	5 weeks	
Open CPI in read-only/Return final Class Schedule to departments for verification - Dept corrections routed through Associate Deans for approval	12/08/2025	1 weeks	No AB required
Associate Deans review Class Schedule & send corrections/changes to Academic Scheduling	12/15/2025	1 week	No AB required
Process dept corrections & Associate Dean changes	01/05/2026	1 week	
Class Schedule Viewable on CougarNet. AB Forms to add, change, & cancel Fall 2024 courses are accepted.	01/09/2026		
Class Schedule Solicit with issues to resolve (Missing Instructor, No Classroom, On Reserve, etc.). Depts provide updates routed through Associate Deans for approval	03/02/2026	1 week	No AB required
Associate Deans review & send corrections/changes to Academic Scheduling	03/09/2026	1 week	No AB required
Academic Scheduling processes corrections/changes. Any courses without classroom assignments placed on Reserve status	03/16/2026	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	07/27/2026	2 weeks	No AB required
Courses without instructor assignment will be assigned to department chair	08/10/2026		
Academic Scheduling runs 0 Enrollment Report & places courses on Cancel or Reserve status	09/08/2026		No AB required
Faculty Load Report sent to depts. Verification & update routed through Associate Deans for approval	09/14/2026	2 weeks	No AB required