

Semester/Schedule Production Task	Date	Timeframe	
Spring 2025:			
Roll Spring 24 to Spring 25	02/26/2024	1 week	
Open CPI - Class Schedule Solicit email to depts	03/04/2024	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.	04/01/2024	5 weeks	
Sabbatical Approvals reviewed & faculty on sabbatical removed from course assignments	Apr/May 2024		
Open CPI in read-only/Return final Class Schedule to departments for verification - Dept corrections routed through Associate Deans for approval	05/06/2024	1 week	No AB required
Associate Deans review Class Schedule & send corrections/changes to Academic Scheduling	05/13/2024	1 week	No AB required
Process dept corrections & Associate Dean changes	05/20/2024	1 week	
Class Schedule Viewable on CougarNet. AB Forms to add, change, & cancel Spring 2025 courses are accepted	05/24/2024		
Class Schedule Solicit with issues to resolve (Missing Instructor, No Classroom, On Reserve, etc.). Depts provide updates routed through Associate Deans for approval	09/30/2024	1 week	No AB required
Associate Deans review & send corrections/changes to Academic Scheduling	10/07/2024	1 week	No AB required
Academic Scheduling processes corrections/changes. Any courses without classroom assignments placed on Reserve status	10/14/2024	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	12/02/2024	2 weeks	No AB required
Courses without instructor assignment will be assigned to department chair	12/16/2024		
Academic Scheduling runs 0 Enrollment Report & places courses on Cancel or Reserve status	01/27/2025		No AB required
Faculty Load Report sent to depts. Verification & update routed through Associate Deans for approval	02/03/2025	2 weeks	No AB required
Summer 2025:			
Roll Summer 24 to Summer 25	08/19/2024	1 week	
Open CPI - Class Schedule Solicit email to depts	08/26/2024	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.	09/23/2024	5 weeks	
Open CPI in read-only/Return final Class Schedule to departments for verification - Dept corrections routed through Associate Deans for approval	10/28/2024	1 week	No AB required
Associate Deans review Class Schedule & send corrections/changes to Academic Scheduling	11/04/2024	1 week	No AB required
Process dept corrections & Associate Dean changes	11/11/2024	1 week	
Class Schedule Viewable on CougarNet. AB Forms to add, change, & cancel Summer 2025 courses are accepted.	11/15/2024		
Class Schedule Solicit with issues to resolve (Missing Instructor, No Classroom, On Reserve, etc.). Depts provide updates routed through Associate Deans for approval	03/03/2025	1 week	No AB required
Associate Deans review & send corrections/changes to Academic Scheduling	03/10/2025	1 week	No AB required

Academic Scheduling processes corrections/changes. Any courses without classroom assignments placed on Reserve status	03/17/2025	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	05/05/2025	2 weeks	No AB required
Courses without instructor assignment will be assigned to department chair	05/19/2025		
Academic Scheduling runs 0 Enrollment Report & places courses on Cancel or Reserve status	06/16/2025		No AB required
Faculty Load Report sent to depts. Verification & update routed through Associate Deans for approval	06/23/2025	2 weeks	No AB required
Fall 2025:			
Roll Fall 24 to Fall 25	09/23/2024	1 week	
Open CPI - Class Schedule Solicit email to depts	09/30/2024	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.	10/28/2024	5 weeks	
Open CPI in read-only/Return final Class Schedule to departments for verification - Dept corrections routed through Associate Deans for approval	12/09/2024	1 weeks	No AB required
Associate Deans review Class Schedule & send corrections/changes to Academic Scheduling	12/16/2024	1 week	No AB required
Process dept corrections & Associate Dean changes	01/02/2025	1 week	
Class Schedule Viewable on CougarNet. AB Forms to add, change, & cancel Fall 2024 courses are accepted.	01/08/2025		
Class Schedule Solicit with issues to resolve (Missing Instructor, No Classroom, On Reserve, etc.). Depts provide updates routed through Associate Deans for approval	03/03/2025	1 week	No AB required
Associate Deans review & send corrections/changes to Academic Scheduling	03/10/2025	1 week	No AB required
Academic Scheduling processes corrections/changes. Any courses without classroom assignments placed on Reserve status	03/17/2025	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	07/21/2025	2 weeks	No AB required
Courses without instructor assignment will be assigned to department chair	08/04/2025		
Academic Scheduling runs 0 Enrollment Report & places courses on Cancel or Reserve status	09/02/2025		No AB required
Faculty Load Report sent to depts. Verification & update routed through Associate Deans for approval	09/08/2025	2 weeks	No AB required