

Academic Year 2023-24 Schedule Production Calendar

Process

Schedule rolled and prepped by Scheduling Office.

Schedule Optimization

- Incorporate College Wide changes/initiatives
- Contact hours
- Time block adherence
- Adjust as needed for enrollment needs/trends
- Program offerings by site
- Changes to programs/courses

Review Edit Round

Scheduling Office emails out call for edits to Departments

Final Round Edits Due

Submitted scheduling edits entered in to Banner by Scheduling Office

Schedule finalized and Daily Class Status Reports begin to go out.

Schedule Viewable to Students

Fall 2023

10/3/22—10/14/22

10/17/22—1/27/23
Departmental Meetings
 Collaboratively create the first round of edits for Fall 2023 and plan for the remainder of the Academic Year.

January 17th, 2023

Feb. 24th, 2023

02/27/23— 3/10/23

March 13th, 2023

March 20th, 2023

Spring 2024

02/14/23—03/03/23

3/6/23—3/31/23
Departmental Meetings
 Collaboratively create the first round of edits for Fall 2023 and plan for the remainder of the Academic Year.

April 3rd, 2023

April 28th, 2023

05/01/2023—05/19/23

May 22nd, 2023

April 3rd, 2023

Summer 2024

07/03/23—07/21/23

07/25/23—09/01/23
Scheduling Office Generated Edits
 Based on discussions during Fall/Spring and with the principles listed under schedule optimization to the left, the scheduling office will make the first round of edits for the review round edit reports

September 5th, 2023

September 22nd

09/25/23—10/12/23

October 15th, 2023

October 15th, 2023

NOTE: In support of the College's Strategic Goals of Student Completion, Equity in Student Participation & Completion and Securing Institutional Sustainability and Capacity we are asking that when possible, all substantial schedule changes (day, time, location and course delivery method) to sections published in the schedule be completed before student registration begins.

Section Additions, approved section cancellations, instructor assignments/changes and enrollment cap changes can take place anytime before the start of the semester.

Student Registration Begins

April 3rd, 2023

October 16th, 2023

February 26th, 2024

Final Exam Schedule Posted

August 7th, 2023

December 15th, 2023

May 6th, 2024

Last Day to cancel sections w/o Dean Approval

August 14th, 2023

January 2nd, 2024

May 6th, 2024*

First Day of Classes

August 22nd, 2023

January 8th, 2024

May 13th, 2024

Last Day of Classes

December 7th, 2023

April 25th, 2024

July 31st, 2024

Final Exams

Dec. 9th—14th, 2023

04/27/24—05/02/24

08/01/24—08/03/24

Key:

Scheduling Office Process

Department Process

Deadline

Informational Item