# Academic Year 2024-25 Schedule Production Calendar

| Process | Fall 2024 | Spring 2025 | Summer 2025 |
|---|---|---|---|
| Schedule rolled and prepped by Scheduling Office. | 11/5/23—11/17/23 | 11/5/23—03/01/24 | 06/24/24—09/06/24 **Scheduling Office Generated Edits** |
| **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 | 11/20/23—2/29/24 **Departmental Meetings** Collaboratively create the first round of edits for Fall 2024 and *plan for the remainder of the Academic Year's core schedule.* | 3/4/24—5/10/24 **Departmental Meetings** Collaboratively create the first round of edits for Spring 2024 *based off of the core schedule* | 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. *Will not be part of the core schedule.* |
| Core Schedule Viewable to Students | March 4th, 2024 | March 4th, 2024 | Not applicable |
| **Review Edit Round** Scheduling Office emails out call for edits to Departments | March 4th, 2024 | May 13th, 2024 | September 9th, 2024 |
| **Final Round Edits Due** | **March 22th, 2024** | **May 31st, 2024** | **Sept. 27th, 2024** |
| Submitted scheduling edits entered in to Banner by Scheduling Office | 03/25/24– 3/29/24 | 06/01/24—06/14/24 | 09/30/24—10/11/24 |
| Schedule finalized and Daily Class Status Reports begin to go out. | April 1st, 2024 | June 17th, 2024 | October 14th, 2024 |

**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.*

| Process | Fall 2024 | Spring 2025 | Summer 2025 |
|---|---|---|---|
| Student Registration Begins | *April 1st, 2024* | *October 14th, 2024* | *February 24th, 2025* |
| **Final Exam Schedule Posted** | August 5th, 2024 | December 13th, 2024 | May 9th, 2025 |
| **Last Day to cancel sections w/o Dean Approval** | **August 12th. 2024** | **Janurary 2nd, 2025** | **May 12th, 2025*** |
| First Day of Classes | August 20th, 2024 | January 13th, 2025 | May 19th, 2025 |
| Last Day of Classes | December 5th, 2024 | May 1st, 2025 | August 6th, 2025 |
| Final Exams | Dec. 7th—12th, 2024 | 05/02/25—05/08/25 | 08/07/25—08/09/25 |

Key:

| Scheduling Office Process | Department Process | Deadline | Informational Item |
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