# Fall 2017 Timeline

**Term Dates:** Aug. 28 – Dec. 14, 2017 (2177)  
(See also Fall 2017 Planning Memo)

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| **Mon., Oct. 31, 2016** | **Update Access Begins @ 8:00 a.m.**  
- Email distribution of packet materials  
- 1st printout emailed |
| **Fri., Dec. 9** | **Large and Specific Room Request Deadline @ 4:30 p.m.**  
- Large Room Request Form should be sent as an attachment to academicscheduling@colorado.edu.  
- Specific Room Request Form requires a dean’s approval and signature and sent from that office as an attachment to academicscheduling@colorado.edu.  
- **NOTE:** Any large or specific room assignments viewed in Campus Solutions (CS) are subject to change until January 6. |
| **Fri., Jan. 6, 2017** | **Large and Specific Room Assignments Distributed**  
- 2nd printout of assigned classrooms emailed |
| **Fri., Feb. 3** | **Update Access Ends @ 11:59 p.m.**  
- Among other things, remember that all non-centrally controlled classrooms should be entered in CS by this date. |
| **Feb. 6–24** | **Schedule 25 Rooming Process Period**  
- **NOTE:** During this period, no changes for Fall 2017 can be made in CS. |
| **Mon., Feb. 27** | **3rd printout email of all classroom assignments**  
- Email notification of classes that may not have been assigned classroom space. |
| **Feb. 27–28** | **Access returned to department to make internal changes:**  
- Classroom swaps  
- Cancellations  
- Assigning non-centrally controlled classrooms |
| **March 3, 6 & 7** | **Fall 2017 Schedule Review**  
- During this time period, send all schedule changes to academicscheduling@colorado.edu *(no CTUFs are required).* At no point during this process should you send CTUFs to our office or to your dean’s office to be held until February 24. All changes can be made via email during this period.  
- The CS shopping cart is not viewable. It is not required that classes be canceled and new sections created; D2L does not need to be notified of changes, and changes made in CS do not need to be tracked. |
| **Beginning March 8** | **CTUFs Required**  
- The CS shopping cart is viewable. Classes may need to be canceled and new sections created; D2L is notified of changes, and changes made in CS need to be tracked. |

**ATTENTION:** There is a separate process for reserving OIT labs before entering them in Campus Solutions. Prior to scheduling a class in one of the OIT Labs, you’ll need to go through the OIT lab reservation process. For a list of OIT-maintained labs and further information about the reservation process, see the OIT Labs Website (http://webdata.colorado.edu/labs/reservation/) or contact etfsadv@colorado.edu.