# Spring 2017 Schedule of Classes Timeline

**Term Dates: Jan. 17 – May 5, 2017 (2171)**  
*(See also Spring 2017 Planning Memo for details)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., April 18</td>
<td>Update Access Begins @ 8:00 a.m.</td>
<td>Email distribution of packet materials, 1st printout emailed</td>
</tr>
<tr>
<td>Fri., June 24</td>
<td>Large and Specific Room Request Deadline @ 4:30 p.m.</td>
<td>Large Room Request Form should be sent as an attachment to <a href="mailto:academicscheduling@colorado.edu">academicscheduling@colorado.edu</a>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Specific Room Request Form requires a dean’s approval and signature and sent from that office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>as an attachment to <a href="mailto:academicscheduling@colorado.edu">academicscheduling@colorado.edu</a>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>NOTE:</strong> Any large or specific room assignments viewed in Campus Solutions (CS) are subject</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to change until July 8.</td>
</tr>
<tr>
<td>Fri., July 8</td>
<td>Large and Specific Room Assignments Distributed</td>
<td>2nd printout of assigned classrooms emailed</td>
</tr>
<tr>
<td>Fri., Sept. 2</td>
<td>Update Access for Spring 2017 Ends @ 11:59 p.m.</td>
<td>Among other things, remember that all non-centrally controlled classrooms should be entered</td>
</tr>
<tr>
<td></td>
<td></td>
<td>in CS by this date.</td>
</tr>
<tr>
<td>Sept. 6–28</td>
<td>Schedule 25 Rooming Process Period</td>
<td><strong>NOTE:</strong> During this period, no changes for Spring 2017 can be made in CS.</td>
</tr>
<tr>
<td>Thurs., Sept. 29</td>
<td>Classroom Space Assignments Distributed</td>
<td>3rd printout of assigned classrooms emailed. Check assignments carefully; all available classrooms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>have been assigned.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email notification of classes that may not have been assigned classroom space.</td>
</tr>
<tr>
<td>Sept. 29–Oct. 7</td>
<td>Spring 2017 Schedule Review</td>
<td>During this time period, send all schedule changes to <a href="mailto:academicscheduling@colorado.edu">academicscheduling@colorado.edu</a> *(no CTUFs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>are required).* Previous to this date, please do not send CTUFs to our office or to your dean's</td>
</tr>
<tr>
<td></td>
<td></td>
<td>office to be held.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The CS shopping cart is not viewable. It is not required that classes be canceled and new sections</td>
</tr>
<tr>
<td></td>
<td></td>
<td>created, D2L does not need to be notified of changes, and changes made in CS do not need to be</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tracked.</td>
</tr>
<tr>
<td>Beginning Oct. 10</td>
<td>CTUFs Required</td>
<td>The CS shopping cart is viewable. Classes may need to be canceled and new sections created, D2L</td>
</tr>
<tr>
<td></td>
<td></td>
<td>is notified of changes, and changes made in CS need to be tracked.</td>
</tr>
</tbody>
</table>