# Fall 2018 Timeline

Term Dates: Aug. 27 – Dec. 13, 2018 (2187)

See also the [Fall 2018 Planning Memo](#).

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<th>Date</th>
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| Monday, Oct. 30       | **Update Access Begins @ 8:00 a.m.**  
Planning materials and the first printout of assigned classrooms are emailed. |
| Friday, Dec. 8         | **Large and Specific Room Request Deadline @ 4:30 p.m.**  
- Large Room Request Form: Send as an attachment to academicscheduling@colorado.edu.  
- Specific Room Request Form: Requires a dean’s approval and signature; dean’s office sends as an attachment to academicscheduling@colorado.edu.  
**NOTE**: Any large or specific room assignments viewed in Campus Solutions (CS) are subject to change until departments are notified that the assignments have been finalized. |
| Friday, Jan. 5         | **Large and Specific Room Assignments Distributed**  
The second printout of assigned classrooms is emailed. |
| Friday, Feb. 2         | **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. |
| Monday, Feb. 5 – Friday, Feb. 23 | **Schedule 25 Rooming Process Period**  
**NOTE**: During this period, no changes for Fall 2018 can be made in CS. |
| Monday, Feb. 26        | **Classroom Space Assignments Distributed**  
The third printout of all classroom assignments and notifications of classes that were not assigned classroom space are emailed. |
| Monday, Feb. 26 – Tuesday, Feb. 27 | **Access Returned to Department to Make Internal Changes**  
Changes that can be made include classroom swaps, cancellations and assigning non-centrally controlled classrooms. |
| Friday, March 2 – Tuesday, March 6 | **Fall 2018 Schedule Review**  
During this period, send all schedule changes to academicscheduling@colorado.edu (no CTUFs are required). **Before this date, do not send CTUFs to our office or to your dean’s office to be held.**  
The Fall 2018 shopping cart is *not available*; therefore, you do not need to cancel classes and create new sections, notify D2L of changes or track changes made in CS.  
**ATTENTION**: There is a separate process for reserving OIT labs. Prior to scheduling a class in an OIT lab, you must complete 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/](http://webdata.colorado.edu/labs/reservation/)) or contact etfsadv@colorado.edu. |
| Beginning March 7      | **Schedule Changes Require a Signed CTUF**  
The Fall 2018 shopping cart is *available*; therefore, you may need to cancel classes and create new sections, D2L is notified of changes and you must track changes made in CS. |