# Spring 2019 Timeline

## Term Dates: Jan. 14 – May 2, 2019 (2191)

(See also [Spring 2019 Planning Memo](mailto:academicscheduling@colorado.edu))

<table>
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<th>Date</th>
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| Mon., April 16 | **Update Access Begins @ 8 a.m.**  
  - Email distribution of packet materials and 1st report of large & specific assigned classrooms. |
| Fri., June 22    | **Large and Specific Room Request Deadline @ 4 p.m.**  
  - Send the [Large Room Request Form](mailto:academicscheduling@colorado.edu) as an attachment to academicscheduling@colorado.edu.  
  - The [Specific Room Request Form](mailto:academicscheduling@colorado.edu) requires a dean’s approval and signature and must be 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 Friday, July 6. |
| Fri., July 6     | **2nd Report of Large and Specific Room Assignments Distributed**  
  - 2nd report of large & specific assigned classrooms emailed. |
| Fri., Aug. 31    | **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. |
| Sept. 4–26      | **Schedule 25 Rooming Process Occurs**  
  - During this period, no changes for Spring 2019 can be made in CS. |
| Thurs., Sept. 27 | **3rd Report of All Classroom Assignments Distributed**  
  - Email distribution of all classroom space assignments.  
  - Email notification of classes that were not assigned a centrally controlled classroom. |
| Sept. 27 & 28   | **Access Returned to Department to Make Internal Changes**  
  Changes can include:  
  - Classroom swaps.  
  - Cancellations.  
  - Assigning non-centrally controlled classrooms. |
| Oct. 3–5        | **Schedule Review**  
  - A list of available classrooms will be distributed. For unroomed classes, be prepared to change meeting times to when classrooms are available.  
  - During this period, send all schedule changes to academicscheduling@colorado.edu (no CTUFs are required). **At any point prior to Oct. 8, CTUFs are not necessary or accepted; all changes can be made via email to academicscheduling@colorado.edu.**  
  - The Spring 2019 schedule of classes is not available in MyCUInfo. It is not required that classes be canceled and new sections created, D2L/Canvas does not need to be notified of changes, and changes made in CS do not need to be tracked. |
| Oct. 8 forward  | **CTUFs Required**  
  - The Spring 2019 schedule of classes is available in MyCUInfo. Classes may need to be canceled and new sections created, D2L/Canvas is notified of changes, and changes made in CS must be tracked. |

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