# Spring 2020 Timeline

**Term Dates:** Jan. 13 – April 30, 2020 (2201)  
(See also [Spring 2020 Planning Memo](#))

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| Mon., April 15 | Department Update Access Begins @ 8 a.m.  
  • Email distribution of planning materials and first report of classes that rolled from Spring 2019. |
| Fri., June 21  | Large and Specific Room Request Deadline @ 4:30 p.m.  
  • Send the [Large Room Request Form](mailto:) as an attachment to academicscheduling@colorado.edu.  
  • The [Specific Room Request Form](mailto:) 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 5. |
| Fri., July 5   | Second Report of Large and Specific Room Assignments Distributed  
  • Second report of large & specific assigned classrooms emailed. |
| Fri., Aug. 30  | 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. 2–25     | Schedule 25 Rooming Process Occurs  
  • During this period, no changes for Spring 2020 can be made in CS. |
| Thurs., Sept. 26 | Third 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. 26 & 27  | Update Access Returned to Departments to Make Class Changes  
  Changes that can be made include classroom swaps, cancellations and assigning non-centrally controlled classrooms. |
| Oct. 2–11      | Spring 2020 Schedule Review  
  • A list of available classrooms will be distributed. For unroomed classes, be prepared to change meeting times to when classrooms are available.  
  • CTUFs are not necessary or accepted prior to Oct. 14. Submit changes via email to academicscheduling@colorado.edu.  
  • The Spring 2020 schedule of classes is not available in the student portal. It is not required that classes be canceled and new sections created, Canvas administrators do not need to be notified of changes, and changes made in CS do not need to be tracked. |
| Beginning Oct. 14 | CTUFs Required  
  • The Spring 2020 schedule of classes is available in the student portal. Classes may need to be canceled and new sections created, Canvas administrators are notified of changes, and changes made in CS must be tracked. |