# Spring 2022 Timeline

**Term Dates:** Jan. 10–April 28, 2022 (2221)  
(See also the [Spring 2022 planning memo](#))

<table>
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<th>Date</th>
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| June 1, 2021 (Tues.) | **Department Update Access Begins**  
Email distribution of planning materials and first report of classes that rolled from Spring 2021.                                                                                                           |
| July 7 (Wed.)       | **Large & Specific Room Request Deadline (5 p.m.)**  
- Email the [large room request form](#) as an attachment to academicscheduling@colorado.edu.  
- The [specific room request form](#) requires a dean’s approval and signature, and must be emailed from that office as an attachment to academicscheduling@colorado.edu.  
- Large and specific room assignments viewed in Campus Solutions (CS) are subject to change until Wednesday, July 21.                      |
| July 9 (Fri.)       | **Distance Education & SEEC Classroom Request Sheets Distributed**                                                                                                                                 |
| July 21 (Wed.)      | **Second Report of Large & Specific Room Assignments Distributed**  
Report of classes with specific classroom assignments is emailed to departments.                                                                                                                      |
| Aug. 6 (Fri.)       | **Distance Education Classroom, Computer Lab & SEEC Classroom Request Deadline (5 p.m.)**                                                                                                           |
| Aug. 27 (Fri.)      | **Department Update Access Ends (11:59 p.m.)**  
- All non-centrally controlled classrooms/specialized spaces must be entered in CS.  
- Departments must ensure all classes are set up with new standard meeting patterns.  
- Associated class numbers should be checked and fixed, extra components removed, and variable credit classes set with fixed credit amounts.                                    |
| Aug. 30 (Mon.)–Sept. 24 (Fri.) | **Schedule 25 Rooming Process Occurs**  
During this period, no changes for Spring 2022 can be made in CS.                                                                                                                                   |
| Sept. 27 (Mon.)     | **Third Report of All Classroom Assignments Distributed**  
- All classroom space assignments are distributed by email.  
- If classes were requested at times when rooms were not available, Academic Scheduling attempted to find an alternate available day/time and placed the class at the new time.  
- A list of available rooms/times will not be distributed to departments.                                                                                                                      |
| Sept. 27 (Mon.)–Oct. 1 (Fri.) | **Update Access Returned to Departments to Make Class Changes**  
Changes that can be made include classroom swaps, cancellations, fixing associated class numbers, and adding instructor information to class sections.                                                                  |
| Oct. 4 (Mon.)       | **Limited Campus Solutions Access Returned to Departments (8 a.m.)**  
Departments will have ongoing access to change enrollment limits, add or change class notes, and add or change instructors.                                                                            |
| Oct. 4 (Mon.)–Oct. 8 (Fri.) | **Email Any Additional Changes to Academic Scheduling**  
Course term update forms (CTUFs) are not necessary prior to Oct. 11. During this period, email changes to academicscheduling@colorado.edu.                                                               |
| Beginning Oct. 11 (Mon.) | **Spring 2022 Schedule of Classes & Shopping Cart Available; CTUFs Required (8 a.m.)**  
Schedule changes require a signed CTUF.                                                                                                                                                    |