## Spring 2023 Timeline

**Term Dates:** Jan. 17–May 4, 2023 (2231)

*(See also Spring 2023 Planning Memo)*

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<th>Date</th>
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| Apr. 25, 2022 (Mon.) | **Department Update Access Begins**  
Email distribution of planning materials and 1st report of classes that rolled from Spring 2022. |
| July 6 (Wed.)    | **Large and Specific Room Request Deadline (5 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.  
- Large or specific room assignments viewed in Campus Solutions (CS) are subject to change until Wednesday, July 20. |
| July 8 (Fri.)    | **Distance Education and SEEC Classroom Request Sheets Distributed** |
| July 20 (Wed.)   | **Second Report of Large and Specific Room Assignments Distributed**  
Report of classes with specific classroom assignments is emailed to departments. |
| Aug. 5 (Fri.)    | **Distance Education Classroom, Computer Labs and SEEC Classroom Request Deadline (5 p.m.)** |
| Aug. 26 (Fri.)   | **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 should be set with fixed credit amounts. |
| Aug. 29 (Mon.)–Sept. 23 (Fri.) | **Schedule 25 Rooming Process Occurs**  
During this period, no changes for Spring 2023 can be made in CS. |
| Sept. 26 (Mon.)  | **Third Report of All Classroom Assignments Distributed**  
- Email distribution of all classroom space assignments.  
- 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. 26 (Mon.)–Sept. 30 (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 and notes to class sections. |
| Oct. 3 (Mon.)    | **Limited Campus Solutions Access Is Returned**  
Departments will have ongoing access to change enrollment limits, add or change Class Notes and add or change instructors. |
| Oct. 3 (Mon.)–Oct. 7 (Fri.) | **Additional Changes Due to Academic Scheduling**  
CTUFs are not necessary prior to October 10. Submit changes via email to academicscheduling@colorado.edu. |
| Beginning Oct. 10 (Mon.) | **Spring 2023 Schedule of Classes is Published; Shopping Cart Available to Students**  
Schedule of classes published in CU Boulder Class Search & Buff Portal. CTUFs are now required. |