## Summer 2021 Timeline

**Term Dates:** May 10–Aug. 19, 2021 (2214)

(See also the [Summer 2021 Planning Memo](link))

<table>
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<th>Date</th>
<th>Event</th>
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| Nov. 9, 2020 (Mon.) | Department Update Access Begins (8 a.m.)  
Email distribution of planning materials and first report of classes that rolled from Summer 2020. |
| Nov. 13 (Fri.)     | Distance Education & SEEC Classroom Google Sheets Distributed        |
| Nov. 20 (Fri.)     | Specific Room Request Deadline (5 p.m.)  
- The [Specific Room Request Form](link) requires a dean’s approval and signature, and must be sent from that office as an attachment to academicscheduling@colorado.edu.  
- Note: Any specific room assignments viewed in Campus Solutions (CS) are subject to change until the process has been finalized. |
| Dec. 2 (Wed.)      | Distance Education & SEEC Classroom Request Deadline (5 p.m.)        |
| Dec. 8 (Tues.)     | 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.  
- Instruction modes should be set, associated class numbers fixed, extra components removed, and variable credit classes set with fixed credit amounts. |
| Dec. 9 (Wed.)–Dec. 15 (Tues.) | Schedule 25 Rooming Process Occurs  
During this period, no changes for Summer 2021 can be made in CS. |
| Dec. 16 (Wed.)     | 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 place the class at the new time.  
- A list of available rooms/times **will not** be distributed to departments. |
| Dec. 16 (Wed.)–Dec. 17 (Thurs.) | Email Any Additional Changes to Academic Scheduling  
Course term update forms (CTUFs) are not necessary or accepted prior to Dec. 18. Submit changes via email to academicscheduling@colorado.edu. |
| Dec. 17 (Thurs.)   | Limited Campus Solutions Access Returned  
Departments will have access to change enrollment limits, add or change class notes, and add or change instructors. |
| Dec. 18 (Fri.)     | Summer 2021 Schedule of Classes & Shopping Cart Available; CTUFs Required  
Schedule changes require a signed CTUF. |