

## SUMMER 2023 TIMELINE

Term Dates: May 15 – August 24, 2023 (2234)

(See also Summer 2023 Planning Memo)

Sept. 16, 2022 (Fri.)	<b>Department Update Access Begins</b> Email distribution of planning materials and first report of classes that rolled from Summer 2022.
Sept. 19, 2022 (Mon.)	<b>Distance Education and SEEC classroom request sheets are distributed.</b>
Sept. 30 (Fri.)	<b>Large and Specific Room Request Deadline @ 5:00 p.m.</b> <ul style="list-style-type: none"> <li>Large Room Request Form should be sent as an attachment to <a href="mailto:academicscheduling@colorado.edu">academicscheduling@colorado.edu</a>.</li> <li>Specific Room Request Form requires a dean's approval and signature and sent from that office as an attachment to <a href="mailto:academicscheduling@colorado.edu">academicscheduling@colorado.edu</a>.</li> </ul> <p>NOTE: Any large or specific room assignments viewed in Campus Solutions (CS) are subject to change until notified that the process has been finalized.</p>
Oct. 14 (Fri.)	<b>Distance Education and SEEC classroom request deadline @ 5:00 p.m.</b>
Oct. 19 (Weds.)	<b>Update Access for Summer 2023 (2234) Ends @ 11:59 p.m.</b> <ul style="list-style-type: none"> <li>All non-centrally controlled classrooms should be entered in CS by this date.</li> <li>Remember to add topics, check Adjust Class Associations&gt;Class Components, check associated class numbers, set variable credit hour classes to a fixed number of credits, check Requested Room Cap and set Enrollment Capacity.</li> </ul>
Oct. 20 (Thurs.) – Nov. 1 (Tues.)	<b>25Live Rooming Process Occurs</b> During this period, no changes for Summer 2023 can be made in CS.
Nov. 2 (Weds.)	<b>Report of All Classroom Assignments Distributed</b> <ul style="list-style-type: none"> <li>Email distribution of all classroom space assignments.</li> <li>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.</li> <li>A list of available rooms/times <u>will not</u> be distributed to departments.</li> </ul>
Nov 2 (Weds.) – Nov. 4 (Fri.)	<b>Update Access Returned to Departments to Make Class Changes</b> Changes that can be made include classroom swaps, cancellations, fixing associated class numbers and adding instructor information to class sections.

Nov. 7 (Mon.)—Nov. 8 (Tues.)	<p><b>Email Any Additional Changes to Academic Scheduling</b></p> <p>Course term update forms (CTUFs) are not necessary prior to Nov. 9. During this period, email changes to <a href="mailto:academicscheduling@colorado.edu">academicscheduling@colorado.edu</a></p>
Nov. 7 (Mon.)	<p><b>Limited Campus Solutions Access Returned to Departments (8 a.m.)</b></p> <p>Departments will have ongoing access to change enrollment limits, add or change class notes and add or change instructors.</p>
Nov. 9 (Weds.)	<p><b>Summer 2023 schedule of classes is ‘published’ (Class Search and Buff Portal)</b></p> <p>Schedule changes require a signed CTUF</p>