# SUMMER 2023 TIMELINE

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

(See also Summer 2023 Planning Memo)

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<th>Date</th>
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| Sept. 16, 2022 (Fri.) | Department Update Access Begins  
Email distribution of planning materials and first report of classes that rolled from Summer 2022. |
| Sept. 19, 2022 (Mon.) | Distance Education and SEEC classroom request sheets are distributed. |
| Sept. 30 (Fri.)   | Large and Specific Room Request Deadline @ 5:00 p.m.  
- Large Room Request Form should be sent as an attachment to academicscheduling@colorado.edu.  
- Specific Room Request Form requires a dean’s approval and signature and 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 notified that the process has been finalized. |
| Oct. 14 (Fri.)    | Distance Education and SEEC classroom request deadline @ 5:00 p.m. |
| Oct. 19 (Weds.)   | Update Access for Summer 2023 (2234) Ends @ 11:59 p.m.  
- All non-centrally controlled classrooms should be entered in CS by this date.  
- Remember to add topics, check Adjust Class Associations>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. |
| Oct. 20 (Thurs.) – Nov. 1 (Tues.) | 25Live Rooming Process Occurs  
During this period, no changes for Summer 2023 can be made in CS. |
| Nov. 2 (Weds.)    | 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. |
| Nov 2 (Weds.) – Nov. 4 (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. |
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| Nov. 7 (Mon.)—Nov. 8 (Tues.) | **Email Any Additional Changes to Academic Scheduling**  
Course term update forms (CTUFs) are not necessary prior to Nov 9.  
During this period, email changes to [academicscheduling@colorado.edu](mailto:academicscheduling@colorado.edu) |
| Nov. 7 (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. |
| Nov. 9 (Weds.) | **Summer 2023 schedule of classes is ‘published’ (Class Search and Buff Portal)**  
Schedule changes require a signed CTUF |