

Action Item and Timing Determination	Explanation	Form Needed	Summer 2022	Fall 2022	Spring 2023	Summer 2023
Roll term and open CU-SIS access (Approx 1 month after Census)	Move Current Term Classes to Future Term; Spring to Spring, Summer to Summer, Fall to Fall	None- Assistant Registrar for Catalog and Curriculum Management sends a spreadsheet to each school/college to confirm if their courses should roll	8/27/2021	11/21/2021	3/25/2022	7/15/2022
ROOMING: EMS Closed	Room preferences are entered by this date	None	1/14/2022	2/18/2022	9/23/2022	1/13/2023
ROOMING: Pre-Optimization	RO runs clean up reports to ensure as much accuracy as possible for rooming process	None	1/17/22-1/21/22	2/21/22-2/25/22	9/26/22-9/30/22	1/16/2023-1/20/2023
ROOMING: Optimization/Publish NO COURSE CHANGES CU-SIS Access temporarily disabled	RO rooms courses	None	1/24/22-1/28/22	2/28/22-3/04/22	10/3/22-10/7/22	1/23/2023-1/27/2023
ROOMING: Post Publish Review	RO reviews optimization process	None	1/31/22-2/04/22	3/07/22-3/11/22	10/10/22-10/14/22	1/30/2023-2/3/2023
ROOMING: Classrooms posted in CU-SIS	Coordinators can view courses in CU-SIS	None	2/7/2022	3/18/2022	10/28/2022	2/6/2023
Exchange Metro Pooled Class Schedules (month before registration)	Determine which courses offered at the other institution	None	2/1/2022	3/1/2022	10/3/2022	2/1/2023
Term Activation (Approx 2-4 weeks prior to Registration)	Students can view Class Search; Shopping Carts Open for Students	None	2/1/2022	3/1/2022	10/3/2022	2/1/2023

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Course Revisions and Requisite Changes Due Date to Courses email (2 weeks prior to class registration)	Want as few changes to courses at the Catalog Level prior to registration	Course Proposal Form, Catalog-level Requisite Form, Special Topics Form	2/15/2022	3/18/2022	10/17/2022	2/15/2023
Registration Opens	None	None	3/1/2022	4/1/2022	11/1/2022	3/1/2023
Metro Pooled seats may be returned after this date (30 days before term start)	Cancel courses based on enrollment	None	5/6/2022	7/22/2022	12/19/2022	5/5/2023
<u>CLASS SCHEDULE DEADLINE</u> (2-4 weeks before term start)	From now until term start, all new classes must be scheduled by Curriculum Management Team (Basic Data Tab)	After date listed must submit Class Section Form	5/20/2022	8/5/2022	1/3/2023	5/19/2023
Late Add Prep (2 Weeks before term start)	Can view in Maintain Schedule of Classes to see if course sections have Instructor or Dept Consent already listed on class	None- Assistant Registrar for Catalog and Curriculum Management sends a spreadsheet to each school/college to confirm which courses need consent added	N/A	8/8/2022	1/3/2023	N/A
Term Start	Classes Start	None	5/16/22 & 6/6/22	8/22/2022	1/17/2023	5/15/23 & 6/5/23

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Late Add Instructor Consent Lists Due (Wednesday before Week 2)	Can view in Maintain Schedule of Classes to see if course sections have Instructor or Dept Consent already listed on class	None- Assistant Registrar for Catalog and Curriculum Management sends a spreadsheet to each school/college to confirm which courses need consent added	N/A	8/24/2022	1/18/2023	N/A
Waitlist Purged (Monday Morning of Week 2)		None	5/18/22 & 6/10/22	8/29/2022	1/23/2023	5/17/23 & 6/12/23
<u>CU-SIS Access Closes for the Enrollment Control Tab/Combined Table</u> (census)	From now until the term ends, class cancellations and enrollment capacity adjustments can only be processed by the Curriculum Management Team	After date listed must submit Class Section Form	6/14/2022	9/7/2022	2/1/2023	6/13/2023
CCOG Meetings (monthly; day/time subject to change)	Meeting to discuss Course and Curriculum Operations with Campus Partners	None	Last Monday of each month	Last Monday of each month	Last Monday of each month	Last Monday of each month
<u>CU-SIS Access Closes for the Meetings Tab for the term</u> (Sunday before grading starts)	From now until the term ends, instructor updates can only be processed by the Curriculum Management Team	After date listed must submit Class Section Form	7/24/2022	12/11/2022	5/7/2023	7/23/2023
<u>CU-SIS Access Closes for the term</u> (last day of term)	<u>Retroactive class and course adjustments require Dean approval</u>	<u>Class Section Form and Dean Approval</u>	7/30/2022	12/17/2022	5/13/2023	7/29/2023

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