Action Item and Timing Determination	Explanation	Form Needed	Spring 2023	Summer 2023	Fall 2023	Spring 2024
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**	3/25/2022	7/15/2022	11/21/2022	4/28/2023
ROOMING: EMS Closed	**Room preferences are entered by this date**	**None**	9/23/2022	1/13/2023	2/17/2023	9/22/2023
ROOMING: Pre-Optimization	**RO runs clean up reports to ensure as much accuracy as possible for rooming process**	**None**	9/26/22-9/30/22	1/16/2023-1/20/2023	**2/20/2023-2/24/2023**	9/25/23-9/29/23
ROOMING: Optimization/Publish NO COURSE CHANGES CU-SIS Access temporarily disabled	**RO rooms courses**	**None**	10/3/22-10/7/22	1/23/2023-1/27/2023	**2/27/2023-3/3/2023**	10/2/23-10/6/23
ROOMING: Post Publish Review	**RO reviews optimization process**	**None**	10/10/14-10/14/22	1/30/2023-2/3/2023	**3/6/2023-3/10/2023**	10/9/23-10/13/23
ROOMING: Classrooms posted in CU-SIS	**Coordinators can view courses in CU-SIS**	**None**	10/28/2022	2/6/2023	3/17/2023	10/23/2023
Exchange Metro Pooled Class Schedules (month before registration)	**Determine which courses offered at the other institution**	**None**	10/3/2022	2/1/2023	3/1/2023	10/2/2023
Term Activation (Approx 2-4 weeks prior to Registration)	**Students can view Class Search; Shopping Carts Open for Students**	**None**	10/3/2022	2/1/2023	3/1/2023	10/2/2023

Action Item and Timing Determination	Explanation	Form Needed	Spring 2023	Summer 2023	Fall 2023	Spring 2024
Course Revisions and Requisite Changes Due Date to Courses email (2-4 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**	10/17/2022	2/15/2023	3/17/2023	10/2/2023
Registration Opens	**None**	**None**	11/1/2022	3/1/2023	4/1/2023	11/1/2023
Metro Pooled seats may be returned after this date (30 days before term start)	**Cancel courses based on enrollment**	**None**	12/19/2022	5/5/2023	7/21/2023	12/18/2023
CLASS SCHEDULE DEADLINE (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**	1/3/2023	5/19/2023	8/7/2023	1/2/2024
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**	1/3/2023	N/A	8/7/2023	1/2/2024
Term Start	**Classes Start**	**None**	1/17/2023	5/15/23 & 6/5/23	8/21/2023	1/16/2024

Action Item and Timing Determination	Explanation	Form Needed	Spring 2023	Summer 2023	Fall 2023	Spring 2024
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**	1/18/2023	N/A	8/23/2023	1/17/2024
Waitlist Purged (Monday Morning of Week 2)		None	1/23/2023	5/17/23 & 6/12/23	8/28/2023	1/22/2024
<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**	2/1/2023	6/13/2023	9/6/2023	1/31/2024
CCOG Meetings (monthly; day/time subject to change)	Meeting to discuss Course and Curriculum Operations with Campus Partners	**None**	4th Monday of each month	4th Monday of each month	4th Monday of each month	4th 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**	5/7/2023	7/23/2023	12/10/2023	5/5/2024
<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>	5/13/2023	7/29/2023	12/16/2023	5/11/2024