CSUB ANNUAL SCHEDULE BUILD TIMELINE – AY 2024-2025

Begin Annual Schedule Build. Follow process set by your School Dean's Office
Between the first day of registration for continuing students and the registration dates for new transfer students and freshmen – there will be enough time to review class enrollments and waitlists, and make decisions on additional course section needs, cancellations or revisions. Build your Schedule as you would normally do with courses typically offered as Face to Face, Online, Hybrid, Independent Study or ITV instruction modes.

Follow the important dates and guidelines for completing the **Annual Schedule Build.** PeopleSoft Schedule Build & APDB training is available upon request.
Contact Tonya Nixon at tnixon1@csub.edu to schedule individual or group training sessions for Schedule Build.

DATE	ACTION/ACADEMIC CALENDAR EVENT	SUMMER 2024	FALL 2024	WINTER 2025	SPRING 2025	COMPLETED BY:
January 2 -12, 2024	Summer 2024, Fall 2024, Winter 2025, Spring 2025 Build the Main Campus Term Session Dates and Academic Calendar	X	X	X	X	Academic Operations
January 2 -12, 2024	Summer 2024, Fall 2024, Winter 2025, Spring 2025 Build the Extended Ed Term Session Dates and Academic Calendar	X	X	X	X	EEGO
January 2 – Feb 26, 2024	2024-2025 Catalog - Review & Process Catalog & Curriculum Proposal Forms	X	X	X	X	Academic Operations
January 2 – Feb 26, 2024	2024-2025 Catalog CO Degrees Database Maintenance	X	X	X	X	Academic Programs
January 2 – Feb 26, 2024	2024-2025 PS Catalog & Curriculum Maintenance	X	X	X	X	Academic Operations
January 2 – Feb 26, 2024	2024-2025 Online Catalog & Curriculum Maintenance	X	X	X	X	Academic Operations
March 4, 2024	Fall 2024 and Spring 2025 draft schedule due in PeopleSoft		X		X	Chairs and ASCs
March 11, 2024	Fall 2024 - Associate Deans complete Large/Computer/ITV classroom assignments		X			Associate Deans
March 11, 2024	Fall 2024 - ASCs complete edits and audits of PS Schedules	X	X			ASCs
March 11, 2024	Summer and Fall 2024 Academic Advising for Continuing Students Begins	X	X			All Advisors
April 8, 2024	Spring 2025 - Associate Deans complete Large/Computer/ITV classroom assignments				X	Associate Deans
April 8, 2024	Summer 2024 and Fall 2024 Registration for Continuing Students Begins	X	X			
April 15, 2024	Term set up in 25Live for Summer 2024, Fall 2024, and Spring 2025	X	X		X	Academic Operations
May 31, 2024	Fall and Summer 2024 – PERC Process; check for unmet prerequisites		X			Academic Operations, Departments and Programs
May 28 – Aug 14, 2024	Summer Session 2024	X				EEGO and Main Campus

DATE	ACTION/ACADEMIC CALENDAR EVENT	SUMMER 2024	FALL 2024	WINTER 2025	SPRING 2025	COMPLETED BY:
June 3, 2024	Fall 2024 - Academic Advising & Registration for New Transfer Students Begins		X			Advisors
June 24, 2024	Fall 2024 - Academic Advising & Registration for First Time First Year Students Begins		X			Advisors
June 24, 2024	Fall 2024 - Review and assign Large/Computer Labs/ITV Rooms for all programs		X			Academic Operations
July 1 - 12, 2024	Fall 2024 Only - PeopleSoft Schedule Lockout		X			Academic Operations
July 1 - 12, 2024	PS Export into 25Live + 25 Live Optimization		X			Academic Operations & IT
July 15, 2024	FALL 2024 - Re-Open PS Access ASCs: Contact AOS (Tonya) to inquire classroom availability for any new sections. Do not create new sections without first confirming classroom space availability. ASCs: Notify AOS (Tonya) of any class cancellations, changes in meeting times (time blocks), enrollment limits, etc. prior to making changes to ensure that current assigned classroom space can accommodate the changes.		X			Academic Operations ASCs
July 31 – Aug 14, 2024	Fall 2024 - Classroom Readiness		X			Academic Operations, Facilities, Custodial Services, IT, Safety & Risk Management
August 14, 2024	Summer 2024 – All Grades Due	X				All Faculty
August 15, 2024	Summer 2024 – End of Term Processing	X				Registrar's Office
August 19, 2024	Fall 2024 – PERC Process; final check for unmet pre-reqs		X			Academic Operations, Departments and Programs
August 19, 2024	Fall 2024 - All Scheduled sections should include instructor name and IDs in Schedule Build		X			ASCs
August 19, 2024	Fall 2024 - All Faculty Due on Campus		X			
August 26, 2024	Fall 2024 - First Day of Classes		X			
September 15, 2024	Spring 2025 - ASCs complete edits and audits of PS Schedules				X	ASCs
September 23, 2024	Fall 2024 - Census Day		X			
September 23, 2024	Fall 2024 - All APDB Files & ERS Reporting must be error free		X			ASCs
September 30, 2024	Spring 2025 - Academic Advising for Continuing Students Begins				X	Advisors
October 21, 2024	Spring 2025 - Registration for Continuing Students Begins				X	
October 28, 2024	Spring 2025 –Review and assign Large/Computer Labs/ITV Rooms for all programs				X	Academic Operations
November 12, 2024	Spring 2025 - Academic Advising & Registration for New Students Begins				X	Advisors
November 12 – 27, 2024	Spring 2025 Only - PeopleSoft Schedule Lockout				X	Academic Operations
November 12 – 27, 2024	Spring 2025 - PS Export into 25Live + 25 Live Optimization				X	Academic Operations & IT

DATE	ACTION/ACADEMIC CALENDAR EVENT	SUMMER 2024	FALL 2024	WINTER 2025	SPRING 2025	COMPLETED BY:
November 27, 2024	SPRING 2025 - Re-Open PS Access				X	Academic Operations ASCs
	ASCs: Contact AOS (Tonya) to inquire classroom availability for any new sections. Do not create new sections without first confirming classroom space availability. ASCs: Notify AOS (Tonya) of any class cancellations, changes in meeting times (time blocks), enrollment limits, etc. prior to making changes to ensure that current assigned classroom space can accommodate the changes.					Academic Operations ASCs
Dec 10 – 16, 2024	Fall 2024 – Finals Examination Period		X			
Dec 14, 2024	Fall 2024 – Commencement		X			
Dec 18, 2024	Fall 2024 – Grades Due		X			All Faculty
January 2, 2025	Fall 2024 – End of Term Processing		X			Registrar's Office
January 2 – 15, 2025	Winter Intersession 2025			X		EEGO
January 2, 2025	Spring 2025 – PERC Process; check for unmet prerequisites				X	Academic Operations, Departments and Programs
January 2 – 17, 2025	Spring 2025 Term Classroom Readiness				X	Academic Operations, Facilities, Custodial Services, IT, Safety & Risk Management
January 15, 2025	Spring 2025 - All Scheduled sections should include instructor name and IDs in Schedule Build				X	ASCs
January 15, 2025	Spring 2025- All Faculty Due on Campus				X	
January 21, 2025	Spring 2025 - First Day of Classes				X	
February 17, 2025	Spring 2025 - Census Day				X	
February 17, 2025	Spring 2025 - All APDB Files & ERS Reporting must be error free				X	ASCs
March 17, 2025	Fall 2025 - Academic Advising for Continuing Students Begins					Advisors
May 13 – 19, 2025	Spring 2025 – Finals Examination Period				X	
May 16 – 17, 2025	Spring 2025 - Commencement				X	
May 21, 2025	Spring 2025 – Grades Due				X	All Faculty
May 30, 2025	Spring 2025 – End of Term Processing				X	Registrar's Office