

<b>Action Item and Timing Determination</b>	<b>Explanation</b>	<b>Form Needed</b>	<b>Summer 2024</b>	<b>Fall 2024</b>	<b>Spring 2025</b>	<b>Summer 2025</b>
<b>Roll term and open CU-SIS access</b> (Approx 1 month after Census)	<b>Move Current Term Classes to Future Term; Spring to Spring, Summer to Summer, Fall to Fall</b>	<b>None- Assistant Registrar for Catalog and Curriculum Management sends a spreadsheet to each school/college to confirm if their courses should roll</b>	8/4/2024	12/12/2023	5/13/2024	8/8/2025
<b>Exchange Metro Pooled Class Schedules</b> (month before registration)	<b>Determine which courses offered at the other institution</b>	<b>None</b>	2/1/2024	3/1/2024	10/1/2024	2/3/2025
<b>Term Activation</b> (Approx 2-4 weeks prior to Registration)	<b>Students can view Class Search; Shopping Carts Open for Students</b>	<b>None</b>	2/1/2024	3/1/2024	10/1/2024	2/3/2025
<b>Course Revisions and Requisite Changes Due Date to Courses email</b> (2-4 weeks prior to class registration)	<b>Want as few changes to courses at the Catalog Level prior to registration</b>	<b>Course Proposal Form, Catalog-level Requisite Form, Special Topics Form</b>	2/2/2024	3/1/2024	10/1/2024	2/3/2025
<b>Registration Opens</b>	<b>None</b>	<b>None</b>	3/1/2024	4/1/2024	11/1/2024	3/3/2025
<b>Metro Pooled seats may be returned after this date</b> (30 days before term start)	<b>Cancel courses based on enrollment</b>	<b>None</b>	5/3/2024	7/19/2024	12/21/2024	5/6/2025

<b>CLASS SCHEDULE DEADLINE</b> (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	5/20/2024	8/5/2024	1/2/2025	5/19/2025
<b>Late Add Prep (2 Weeks before term start)</b>	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	8/5/2024	1/7/2025	N/A
<b>Term Start</b>	<b>Classes Start</b>	<b>None</b>	5/13/24 & 6/3/24	8/19/2024	1/21/2025	5/19/2025 & 6/9/2025
<b>Late Add Instructor Consent Lists Due</b> (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	8/21/2024	1/22/2025	N/A
<b>Waitlist Purged</b> (Monday Morning of Week 2)		None	5/20/24 & 6/10/24	8/26/2024	1/27/2025	5/26/2025 & 6/13/2025
<b>CU-SIS Access Closes for the Enrollment Control Tab/Combined Table</b> (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	6/11/2024	9/4/2024	1/28/2025	6/12/2025

<b>CCOG Meetings (monthly; day/time subject to change)</b>	<b>Meeting to discuss Course and Curriculum Operations with Campus Partners</b>	<b>None</b>	<b>4th Monday of each month</b>	<b>4th Monday of each month</b>	<b>4th Monday of each month</b>	<b>4th Monday of each month</b>
<b><u>CU-SIS Access Closes for the Meetings Tab for the term</u></b> (Sunday before grading starts)	<b>From now until the term ends, instructor updates can only be processed by the Curriculum Management Team</b>	<b>After date listed must submit Class Section Form</b>	7/21/2024	12/8/2024	5/11/2025	7/27/2025
<b><u>CU-SIS Access Closes for the term</u></b> (last day of term)	<b><u>Retroactive class and course adjustments require Dean approval</u></b>	<b><u>Class Section Form and Dean Approval</u></b>	7/27/2024	12/14/2024	5/9/2025	8/2/2025