

# SPRING 2024

## SPRING 2024 Scheduling

<i>Who</i>	<i>What</i>	<i>When</i>
Deans	Prepare SP24 Schedule	May - June 2023
Curriculum Specialist	Submits IT Ticket to ROLL SP23/Sections roll to SP24	June 28 / July 3, 2023
Deans	Provide schedule to Senior Secretaries for Colleague entry	July 3, 2023
Senior Secretaries	<b>Schedule SPRING 2024 sections</b>	July 3 - Aug 23, 2023
Deans	Distribute DRAFT SP24 Schedule to faculty for edits	Aug 24, 2023 (In-Service)
<p><b>SP24 SECTION-BUILD COMPLETION</b>  <b>Changes after this date require VPI approval.</b></p> <ul style="list-style-type: none"> <li>• All sections entered (does not include ISP/CCAP)</li> <li>• All faculty assigned on 1st line of FASC (STAFF assignments minimal)</li> <li>• All FT Reg Faculty loads 100% (includes FAOA/banking/reassigned time)</li> <li>• Room conflicts resolved</li> <li>• All errors corrected in <i>Section Calculation Report</i></li> <li>• Finalize ZTC &amp; LTC Sections</li> <li>• Finalize Course Types on SECT: HYBRD/ONLNE/CCAP/CISP Sections</li> </ul>		
Deans/ Division Staff		<b>September 1, 2023 5 PM</b>
IO / Secretaries	Review Section Calculation and HC Load Reports	Sept 5 - 8, 2023
Senior Secretaries	Make final corrections to SECT and HC Load Report	Sept 11 -15, 2023
Instruction Office/ Facilities Specialist	-Instruction Office notifies Facilities Specialist to upload schedule to EMS; -Facilities Specialist notifies Divisions of outstanding room conflicts	Sept 18 - 22, 2023
Instruction Office	-Works with B&N re textbook adoption and email notifications -Submits IT ticket to make SP24 Schedule active by Sept 25	Sept 18 - 22, 2023
Instruction Office	-Notifies Division Offices of missing adoptions. -Contacts External Initiatives (EI) for EI Go Live date -Notifies Division Offices of final EI SECT cleanup	Sept 25 - 29, 2023
Instruction Office	<b>SPRING 2024 SCHEDULE GOES LIVE</b> on <i>connectColumbia</i> /Self-Service. Publicizes internally to CC_Everyone	<b>Sept 25, 2023</b>
Instruction Office	Submits IT ticket to update ClassSearch default from FA23 to SP24 to be effective by Priority Registration date	Oct 20, 2023
<b>SP24</b>	<b>PRIORITY REGISTRATION</b>	<b>Oct 23, 2023</b>
Senior Secretaries	Distribute SPRING Load Allocation forms to faculty for signature	Jan 11, 2024 (In-Service)
Senior Secretaries/ Deans	-Submit packet* for each faculty and submit to Instruction Office *Load Allocation forms, Annual Load Allocation forms, HC Load Report -Notify VPI of schedule changes affecting FT Faculty load after this date	Jan 12, 2024
<b>SP24</b>	<b>SPRING SEMESTER BEGINS</b>	<b>Jan 16, 2024</b>
Senior Secretaries	Prepare to enter second lines during second week of semester	~Jan 22

All dates subject to change. Updated 04/5/23