

## SUMMER 2024 Scheduling

<i>Who</i>	<i>What</i>	<i>When</i>
Faculty	2023-2024 Curriculum Submissions	Nov 2021 - Oct 2022
Curriculum Specialist	Updates curriculum in Colleague	Nov - Dec 2022
Deans	Prepare SU24 schedules	Oct - Nov 6, 2023
Curriculum Specialist	Rolls schedule: SU23 to SU24	Nov 6, 2023
Senior Secretaries	Schedule SU24 sections	Nov 7, 2023 - Jan 11, 2024
Deans/Secretaries	Distribute DRAFT SU24 SCHEDULE to faculty for edits	Jan 12, 2024 (In-Service)
Deans/ Senior Secretaries	<p><b>SU24 SECTION COMPLETION</b> <i>All items below must be complete. Changes after this date require VPI approval.</i></p> <ul style="list-style-type: none"> <li>• SU24 sections entered</li> <li>• Faculty assigned on 1st line of FASC (STAFF assignments minimal)</li> <li>• Errors corrected in <i>Section Calculation Report</i></li> <li>• Room conflicts resolved</li> <li>• Short-term census</li> <li>• Finalize Course Types on SECT: ZTC/LTC/HYBRD/ONLNE/CCAP/CISP</li> </ul>	<p><b>January 12, 2024</b> <b>5 PM</b></p>
Instruction Office/ Senior Secretaries	Review and update Section Calculation and HC Load Reports	Jan 16 - 26, 2024
Senior Secretaries	Finalize ZTC & LTC Course Types on SECT	Jan 16 - 26, 2024
Facilities Specialist	Uploads schedules to EMS and notifies Divisions of room conflicts	Feb 5 - 9, 2024
Instruction Office	-Follow up with Barnes & Noble regarding textbooks -Submits IT ticket to Go Live: SU24	Feb 12 - 26, 2024 Feb 26, 2024
Instruction Office	<b>SU24 SCHEDULES GO LIVE</b> on connectColumbia by Instruction Office	<b>March 4, 2024</b>
Instruction Office	Submits IT ticket to update ClassSearch default from SP24 to SU24	Apr 1, 2024
<b>SU24</b>	<b>PRIORITY REGISTRATION</b>	<b>APRIL 1, 2024</b>
<b>SU24 Starts</b>	<b>SUMMER 2024</b>	<b>May 6, 2024*</b>

**\*NOTE: The SU24 term start date per the Academic Calendar is May 6, 2024, however, SU24 sections should be scheduled no earlier than May 13, 2024.**