SPRING 2025 Scheduling

SPRING 2025 (sidebar)

Who	What	When
Faculty	2024-2025 Curriculum Submissions	Nov 2022-Oct 2023
Deans	Prepare SP25 Schedule; review previous year's enrollment data and make adjustments to first draft	May - June 2024
Curriculum Specialist	Submits IT Ticket to ROLL SP24 sections to SP25 (roll on June 27)	June 20, 2024
Deans	Provide schedules to Senior Secretaries for Colleague entry	June 27, 2024
Senior Secretaries	**Schedule SPRING 2025 sections**	July 1 - Aug 21, 2024
Deans	Distribute DRAFT SP25 Schedule to faculty for edits	Aug 22, 2024 (In-Service)
Deans/ Division Staff	**SP25 SECTION-BUILD COMPLETION** *Changes after this date require VPI approval.* • SP25 sections entered • FT Reg faculty loads at 100% • All faculty assigned on 1st line of FASC (STAFF assignments minimal) • Errors corrected in Section Calculation Report • Room conflicts resolved • Finalize Course Types on SECT: ZTC/LTC/HYBRD/ONLNE/CCAP/CISP	**August 30, 2024 5 PM**
Instruction Office/ Senior Secretaries	Review and update Section Calculation and HC Load Reports	Sept 3 - 6, 2024
Senior Secretaries	Finalize ZTC and LTC Course Types on SECT	Sept 3 - 6, 2024
Instruction Office	Submits IT ticket to go live	Sept 9, 2024
Facilities Specialist	Uploads schedules to EMS and notifies Divisions of room conflicts	Sept 9 - 11, 2024
Instruction Office	-Coordinates with B&N re textbook notifications -Notifies Division Office of missing adoptions	Sept 12 - 13, 2024
Instruction Office	**SPRING 2025 SCHEDULE GOES LIVE** on *connect*Columbia/Self-Service. Publicizes internally to CC_Everyone	**Sept 16, 2024**
Instruction Office	Submits IT ticket to update ClassSearch default from FA24 to SP25 to be effective by Priority Registration date	Oct 7, 2024
SP25	**PRIORITY REGISTRATION**	**Oct 14, 2024**
Senior Secretaries	Distribute SPRING Load Allocation forms to faculty for signature	Jan 9, 2025 (In-Service)
Senior Secretaries/ Deans	-Prepare packet* for each faculty and submit to Instruction Office. IF changes affecting load occur after this date, submt REVISED packet to IO. *Load Allocation forms, Annual Load Allocation forms, HC Load Report	Jan 10, 2025
SP25	**SPRING SEMESTER BEGINS**	**Jan 13, 2025**
Senior Secretaries	Prepare to enter second lines during second week of semester	~Jan 22

All dates subject to change. Updated 01/04/24