

## Schedule Building Dates and Deadlines

	Spring 2024	Summer 2024	Fall 2024
Schedule Building Information Session	June 1, 2023	NA	NA
Schedule Building Refresher Training	June 16 @ 10am	October 2 @ 10am	November 27 @ 10am
<b>Schedule Builder OPENS</b>	June 16 (F)	October 2 (M)	November 27 (M)
Crosslisted Sections Submitted to Registrar	August 14 (M)	October 16 (T)	January 17, 2024 (W)
Updated Excluded Room Lists	August 14 (M)	October 16 (T)	January 17, 2024 (W)
Last Day to Submit Course Changes <b>*Includes Classroom Relocations*</b>	January 3, 2024 (W)	May 3 (Maysession & 10 Week) May 22 (4-week 1, 6-week & 8-week) June 20 (4-week II)	August 7 (W)
<b>Schedule Builder CLOSES at 5:00pm</b>	August 17 (R)	October 19 (R)	January 19 (F)
<b>EMS Opens</b> to Set Preferences at 8am	August 28 (M)	October 30 (M)	January 29 (M)
Registrar Refresher Sessions Preferences Set	TBD Appointments	TBD Appointments	TBD Appointments
<b>EMS Closes</b> Set Preferences at 5pm	August 29 (T)	October 31 (T)	January 30 (T)
<b>EMS Opens</b> to Set Pre-assignments at 8am	August 30 (W)	November 1 (W)	January 31 (W)
<b>EMS Closes</b> Pre-assignments at 5pm	August 31 (R)	November 2 (R)	February 1 (R)
Pre-Assignment Clean Up (Registrar)			
Optimization (Registrar)	Sept 5 (T) & Sept 6 (W)	Nov 6 (M) & Nov 7 (T)	Feb 5 (M) & Feb 6 (T)
<b>EMS PUBLISH</b>	September 7 (R)	November 8 (W)	February 7 (W)
<b>No/Low-Cost</b> applied by Department	September 20 (W)	February 16 (F)	February 23 (F)
Schedule of Classes PUBLISHED Online for Viewing	September 25 (M)	February 19 (M)	February 26 (M)
Registration Begins	October 13 (F)	March 15 (F)	March 15 (F)
HIPS list sent to Departments for Review	One week following the end of Drop/Add	One week following the end of Drop/Add	One week following the end of Drop/Add
HIPS -verified by Department	February 1	July 1	October 1

\*All Dates Are Subject to Change\*