

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
Schedule Builder OPENS	June 16 (F)	October 2 (M)	November 27 (M)
Crosslisted Sections Submitted to Registrar	August 14 (M)	October 16 (T)	January 10, 2024 (W)
Updated Excluded Room Lists	August 14 (M)	October 16 (T)	January 10, 2024 (W)
Last Day to Submit Course Changes *Includes Classroom Relocations*	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)
Schedule Builder CLOSES at 5:00pm	August 17 (R)	October 19 (R)	January 12 (F)
EMS Opens to Set Preferences at 8am	August 28 (M)	October 30 (M)	January 22 (M)
Registrar Refresher Sessions Preferences Set	TBD Appointments	TBD Appointments	TBD Appointments
EMS Closes Set Preferences at 5pm	August 29 (T)	October 31 (T)	January 23 (T)
EMS Opens to Set Pre-assignments at 8am	August 30 (W)	November 1 (W)	January 24 (W)
EMS Closes Pre-assignments at 5pm	August 31 (R)	November 2 (R)	January 25 (R)
Pre-Assignment Clean Up (Registrar)			
Optimization (Registrar)	Sept 5 (T) & Sept 6 (W)	Nov 6 (M) & Nov 7 (T)	Jan 29 (M) & Jan 30 (T)
EMS PUBLISH	September 7 (R)	November 8 (W)	January 31 (W)
No/Low-Cost applied by Department via CONNECT	September 20 (W)	February 16 (F)	February 16 (F)
Schedule of Classes PUBLISHED Online for Viewing	September 25 (M)	February 19 (M)	February 19 (M)
Registration Begins	October 13 (F)	March 8 (F)	March 8 (F)
Deadline for All Crosslist Requests/Modifications	August 7 (M)	May 20, 2024 (M)	August 5, 2024 (M)
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 and retuned to Brian Etheridge	February 1	July 1	October 1

All Dates Are Subject to Change