Schedule of Classes Production Calendar – Spring 2024

Day	Date	Description
Monday	Aug. 28, 2023	Roll Spring 2023 to Spring 2024 and Review Roll*
Friday	Sept. 01, 2023	Complete Round 1 packet and post on AS website*
Tuesday	**Sept. 05, 2023**	**Round 1 Begins** **Departments can begin to input schedules**
Friday	**Sept. 15, 2023**	**Round 1 Ends** **Departments complete their schedule in PeopleSoft** **Deadline for Departments to submit Global Notes**
Monday – Thursday	Sept. 18– 21, 2023	**College Representatives to review Schedule** (Depts. do not have PS access) • *Create reports and give back to colleges/departments to correct errors*
Friday	**Sept. 22, 2023**	**Round 1.5 Begins – College reps to distribute reports. <u>All</u> Departments will have access in PeopleSoft to clean-up & finalize schedule**
Monday	**Oct. 02, 2023**	**Round 1.5 Ends**
Tuesday – Tuesday	Oct. 03 – 10, 2023	Re-run reports/delete/cleanup schedule • *Complete Global notes**
Wednesday	**Oct. 11, 2023**	**Round 2 Begins – Departments can start to request additional adds/corrections thru OnBase**
Friday	**Oct. 13, 2023**	**Round 2 Ends (Requests received after 5 pm on OnBase will be processed as time permits)**
Monday - Friday	Oct. 16 – 20, 2023	Complete Round 2 Data Entry, re-run reports* • *Run Cross-Listing Process (10/18)*
Friday	Oct. 20, 2023	Schedule completed by 5:00PM*
Tuesday	Oct. 24, 2023	Schedule posted on Class Schedule website Enrollment appointments posted on MySJSU ("go Live")
Tuesday	**Oct. 24, 2023**	**Depts. can begin submitting requests via OnBase**

*Completed by Academic Scheduling
   Department tasks in boldface

Tuesday, October 31, 2023 *First day of Advance Registration for Continuing Students*