LEGEND
Schedule Build Process
Classroom Rush
Holiday
Registration Calendar
Course Needs Report

Spring & Summer 2027 Schedule Build Timeline

Date Start - Date End	Semester /Build	Who?	Action items in GREEN
Sat, Aug 08	*Summer*		**Last Day of Early Start Classes**
Thu, Aug 13	*Summer*	*Faculty*	**Grades due from Instructors for Summer 2026 Classes**
Mon, Aug 17	*Spring Build*	*DCs & Staff*	**Academic Scheduling rolls** semester and **makes all classes TENTATIVE on the** Spring schedule - so they do not appear on the EL Winter Schedule.
Mon, Aug 17	*Spring Build*	*ADs*	**Pre-Scheduling Process** begins - **Academic Scheduling sends** out notice to Associate Deans about upcoming Classroom Pre-Scheduling deadline, with college divisions for the auditorium and active learning rooms. Includes the MSJC in Temecula Campus.
Mon, Aug 24	*Spring Build*	*DCs*	**Academic Scheduling sends** Departments the **Course Offerings Update Request** to allow for decisions on what classes will/will not be offered this build. Due 1 week after semester begins.
Mon, Aug 24	*Spring Build*	*DCs & Staff*	**Departments should review new term's Undergraduate courses**. Topics courses and courses that have changed in the Catalog or PSoft since the previous Fall/Spring semester have been removed.
Tue, Aug 25 - Fri, Aug 28	*Fall*	*Faculty*	**Faculty Pre-instruction Activities**
Mon, Aug 31 12:01 AM	*Fall*	*Faculty & Students*	**Fall 2026 Wait Lists are no longer processed.** The system will not automatically move students into enrolled when seats become available. Students on wait list will need a permission number to enroll. Faculty are encouraged to use waitlist to distribute permission numbers.
Mon, Aug 31	*Fall*		**First Day of Classes** – Instruction begins
Mon, Aug 31	*Fall*	*Faculty*	**Academic Scheduling generates** Permission Numbers = Classroom Size - Class Cap.
Mon, Aug 31 - Mon, Sep 14	*Fall*		**Add/Drop Period -** Enrollment during the First & Second Week differ.
Mon, Aug 31 - Fri, Sep 04	*Fall*		**First Week of Add/Drop Period for Fall 2026:** Students may enroll in open classes in MyCSUSM (green circle on the class schedule) without permission number through 11:59pm PST on Sept 4. A permission number is required for closed and waitlisted classes.
Fri, Sep 04	*Spring Build*	*DCs*	**Deadline** for **Department Chairs to reply to the** Course Offerings Update Request.
Sat, Sep 05 - Mon, Sep 14	*Fall*		**Second Week of Add/Drop Period**: All classes require a permission number to enroll.
Mon, Sep 07	*Fall*		**Labor Day Holiday (Campus Closed)**
Tue, Sep 08	*Spring Build*	*Faculty*	**Academic Scheduling generates** Permission Numbers = Classroom Size - Enrollment Cap
Mon, Sep 14	*Fall*		**Add/Drop Deadline** – Last day for students to add/drop a course
Mon, Sep 14	*Spring Build*	*DCs & ADs*	**Deadline** for **Department Chairs to submit** pre-scheduling requests to their Associate Deans. All requests submitted to the ADs by deadline will be scheduled first, with conflicts worked out by the ADs. Department Chairs/Program Directors: Please consult college ADs regarding prescheduling restrictions and any questions about demand for large-enrollment classes.
Mon, Sep 14	*Fall*	*Students*	**Deadline** for Students to make Degree Planner Data Changes (last day of add/drop)
Mon, Sep 21 - Fri, Sep 25	*Spring Build*	*Staff*	**Academic Scheduling provides** optional in-depth training in PeopleSoft for new schedule builders, current staff, and department chairs - Day/Time TBD
Mon, Sep 21	*Spring Build*	*ADs*	**Deadline** for **Associate Deans to submit** finalized pre-scheduling requests to Academic Scheduling and medical accommodation needs related to these spaces. Requests submitted after this date will be scheduled in the order received after the others are confirmed based on space availability
Mon, Sep 21	*Spring Build*	*Vice Provost & ADs*	**Vice Provost sends** out Spring 2027 Course Need Report to the Deans' Offices. If any changes are made at Dean's request, Vice Provost notifies Academic Scheduling.
Thu, Sep 24	*Spring Build*	*ADs & DCs*	**Associate Deans send** out the **Spring 2027 Course Need Report** to Departments.
Fri, Sep 25	*Spring Build*	*DCs & Staff*	**End Pre-Schedule Period - Academic Scheduling distributes** pre-scheduled class confirmations.
Mon, Sep 28 - Fri, Oct 16	*Spring Build*	*DCs & Staff*	**Schedule Build Process in PeopleSoft - Academic Scheduling provides** Schedule Build training and focused work sessions.
Mon, Sep 28	*Spring Build*	*Staff*	**Mandatory Schedule Build Meeting for Spring 2026 Build** – **Academic Scheduling goes over** important information and updates for the new term build.
Mon, Sep 28	*Fall*		**CENSUS DAY**
Mon, Sep 28 - Fri, Oct 16	*Spring Build*	*Staff*	**Schedule Build Staff enters** all classes for Spring as **TENTATIVE**. Academic Scheduling audits throughout the build.
Wed, Sep 30	*Spring Build*	*Staff*	**Academic Scheduling sends** GEM ERG Report to Department Staff & Department Schedule Builders
Thu, Oct 01	*Spring Build*	*DCs & ADs & Staff*	**Deadline** for **Department Chairs to submit** class schedules for review to Deans' Offices. *DO approval needed before staff can enter classes into PeopleSoft.*
Wed, Oct 07 by 8:00 AM	*Spring Build*	*DCs & Staff*	**Deadline** for **Department Chairs to submit** schedules to Department Staff for entry into PeopleSoft.
Wed, Oct 14 by Noon	*Spring Build*	*DCs & Staff*	**Deadline** for **Departments to submit COMPETITION PUZZLES** for approval from Academic Scheduling. Wait for approval to enter in PeopleSoft. **Regular puzzled classrooms** can be entered in PSoft without approval (www.csusm.edu/par/acdsched/puzzling.html)

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Fri, Oct 16	Spring Build	DCs & Staff	**End Schedule Build for Department Staff - Deadline** for **Department Staff to enter** schedule into PSoft and for **Department Staff to send** in requests for faculty **medical accommodations.** *No changes to the schedule will be accepted until the Monday following Classroom Rush.*
Mon, Oct 19	Spring Build	Faculty	**Start Date for Faculty to submit** course material needs to Bookstore. Faculty are asked to submit needs, including classes that are Zero Cost Materials) as soon as they are assigned (Form: https://forms.office.com/r/5JvKC8mSBr)
Mon, Oct 19 - Wed, Oct 21	Spring Build	DCs & Staff	**AUDIT PERIOD - Academic Scheduling audits** all schedule entries. *The primary responsibility for the class schedule lies with the departments offering the classes.*
Wed, Oct 21 by 4:00 PM	Spring Build	DCs & Staff	**Academic Scheduling provides** Department Chairs & Staff the Spring 2027 Corrections identified in Audits. Academic Scheduling reopens the class schedule for this purpose. *Changes not indicated by Academic Scheduling can be made via form/request to Academic Scheduling after the Classroom Rush process has been completed.*
Thu, Oct 22 - Fri, Oct 23	Spring Build	DCs & Staff	**Schedule Builders review and input** corrections in PeopleSoft, as determined by audits - corrections not made will result in the section being made tentative and not placed in a classroom. *Changes not indicated by Academic Scheduling can be made via form/request to Academic Scheduling after the classroom rush process has been completed.*
Mon, Oct 26	Spring Build		**Academic Scheduling reviews** Audit Corrections to include ensuring classes are Tentative.
Mon, Oct 26 - Thu, Oct 29	Spring Build		**Spring 2027 Classes/Classroom Placement Process**
Thu, Oct 29 - Tue, Nov 03	Spring Build	DCs & Staff	**Academic Scheduling sends** email notice of class sections pending assignments and provides the Classroom Rush schedule. **Department chairs reschedule** pending-assignment classes into available classrooms. *To cancel classes, send email to Academic Scheduling.*
Fri, Oct 30	Spring Build	DCs & Staff	**Mandatory Training for Classroom Rush Process** for departments with unplaced classes.
Tue, Nov 03	Summer Build	Vice Provost & ADs	**Vice Provost sends** out **Degree Planner Course Report for Summer 2027** Class Schedule to the Deans' Offices. If any changes are made at Dean's request, Vice Provost notifies Academic Scheduling.
Wed, Nov 04 - Thu, Nov 05	Spring Build	DCs & Staff	**Classroom Rush.** Departments use scheduling software to place any unplaced classes with rescheduled times into available rooms.
Fri, Nov 06	Spring Build	DCs & Staff	**Academic Scheduling exports** Classroom Rush sections into PeopleSoft. Classroom Rush changes will show in PeopleSoft by the end of the day.
Fri, Nov 06	Spring Build	DCs & Staff	**Academic Scheduling** sends out confirmation of classes to remain ***tentative*** on Class Schedule Go Live Date to **Departments** for review. All classes need to be reviewed.
Fri, Nov 06	Spring Build	DCs & Staff	**Departments check** courses that should remain Tentative after the Spring 2027 Class Schedule is posted have the "TENT" course attribute on them.
Fri, Nov 06	Spring Build	Vice Provost & ADs	**Vice Provost sends** notification to colleges to review lecturer entitlements.
Fri, Nov 06	Spring Build	DCs & Staff	**Department Review & Submit Change Requests - Do NOT submit changes before this date. Departments review** class schedule for the upcoming term and submit change, add, deletion forms.
Mon, Nov 09	Summer Build	ADs & DCs	**Associate Deans send** out the Degree Planner Course Report for Summer 2027 Class Schedule to Departments
Mon, Nov 09	Spring Build	Faculty	**Academic Scheduling generates** Permission Numbers for Consent Required Classes
Mon, Nov 09	Spring Build		**TENTATIVE GO LIVE DATE for Spring 2027 Class Schedule**
Wed, Nov 11	Fall		**Veteran's Day Observed - Campus Closed.**
Mon, Nov 16 - Fri, Dec 04	Summer Build	DCs & Staff	**Summer 2027 Schedule Build Process in PeopleSoft -** Department Staff build Summer classes into PSoft.
Mon, Nov 16	Spring Build	Business Analyst & ADs	**PAR Business Analyst sends** Updated Enrollment Report to the Associate Deans bi-Weekly through the end of Orientations.
Mon, Nov 16 - Fri, Dec 04	Fall		**TENTATIVE DATES for Spring 2027 Continuing Student Enrollment**
Wed, Nov 18 by 8:00 AM	Summer Build	DCs & Staff	**Target Date** for **Department Chairs to submit** summer schedules to Department Staff for entry into PeopleSoft. This is not a deadline, but encouraged, if possible.
Mon, Nov 23	Spring Build	DCs	**Academic Scheduling sends** Course Offering request to Departments to indicate what they are planning to offer for the Fall 2027 Semester.
Thu, Nov 26 - Fri, Nov 27	Fall		**Thanksgiving Holiday - Campus Closed (No Classes held on Saturday, Nov 28)**
Mon, Nov 30	Spring Build	Faculty	**Academic Scheduling generates** Permission Numbers weekly (for 4 weeks) = Room Cap - Class Cap. Faculty may submit a Permission Number Request form, but numbers will only be generated if there is available seats in the classroom.
Mon, Dec 07 - Fri, Dec 11	Summer Build		**AUDIT PERIOD - Academic Scheduling audits/corrects** Summer schedule entries. *The primary responsibility for the class schedule lies with the departments offering the classes.*

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Wed, Dec 09	-	Fri, Dec 11	Spring Build		**TENTATIVE DATES of Spring 2027 Enrollment for Incoming Transfer Students**
Sat, Dec 12			Spring Build	Staff	**Expiration of all GEM ERG Seats** held (via Reserve Caps) for Majors/Minors
Sat, Dec 12			Fall		**Last Instructional Day of Fall 2026 Classes**
Mon, Dec 14	-	Sat, Dec 19	Fall		**Final Examinations** - Days and Times available in MyCSUSM
Thu, Dec 24	-	Fri, Jan 01	Winter		**Winter Break - Campus Closed**
Mon, Feb 08			Summer		**TENTATIVE GO LIVE for the Summer 2027 Class Schedule**
Mon, Mar 08			Summer	EMS	**EMS sends** Summer 2027 Enrollment Appointments to students
Sat, Mar 13			Summer Build	Faculty	**Academic Scheduling generates** permission numbers for all Summer classes.
Mon, Mar 15			Summer Build		**TENTATIVE DATE for Summer 2027 Continuing Student Enrollment**

Who is Who?

Acad Prog - Office of Academic Programs | ADs - Associate Deans in each College | Advising - Academic Advising |
Bookstore - University Bookstore Staff | BSE - Implementors of Block Pre-Enrollment | Business Analyst - PAR Business Analyst |
ChatBot - Staff Team for the ChatBot | Curriculum Analyst - Catalog Curriculum Analyst in EMS |
DCs - Department Chairs, School Directors, Program Directors, and all other Schedule Builders |
eAdvising - Staff Team for the Degree Planner | EMS - Enrollment Management Services | Faculty - All Instructors |
IIT&S - Instructional and Information Technology Services | IP&A - Institutional Planning & Analysis |
Staff - Department Staff Schedule Builders | Student Services - Student Facing Services |
Students - All Students | Vice Provost - Vice Provost, Director of PAR