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

Spring & Summer 2027 Schedule Build Timeline

Degree Planner Version

Date Start - Date End	Semester /Build	Who?	Action items in GREEN
Mon, Aug 03 - Mon, Aug 10	Summer		**Block Scheduling: Academic Scheduling looks** at all students who have changed categories and creates spreadsheet for EMS.
Sat, Aug 08	Summer		**Last Day of Early Start Classes**
Mon, Aug 10	Spring Build	EMS & Acad Prog	**Academic Programs/Advising and Registrar's Office works** on messaging to students about for Degree Planner changes deadline. Email message to go out second week of classes, posted in Cougar Courses, and other communications.
Mon, Aug 10	Fall	Student Services	**Academic Scheduling sends r**eminder to promote Degree Planner review/update in first 2 weeks of semester to students - Student Services and others.
Wed, Aug 12 - Fri, Sep 11	Spring Build	eAdvising, EMS, & Advising	**eAdvising Team reviews and cleans up** Degree Planners that have requirements in "Unassigned", **reviews and possibly restores** "Removed" lines in Degree Planners (via existing query), and **reviews and possibly removes** "Manually Added" courses in Degree Planners (via existing query). **EMS posts** transfer credit; **processes** Change of Major forms; **posts** test credit. **Advising Offices enters** course directives from faculty course approvals.
Thu, Aug 13	Summer	Faculty	**Grades due from Instructors for Summer 2026 Classes**
Fri, Aug 14	Spring Build		**Block Pre-Enrollment: Academic Scheduling runs** MATH & GEW queries (provided by IP&A) to view grades for Early Start students with their current category and A2 student group for determining re-pre-enrollment.
Mon, Aug 17	Spring Build	EMS	**Block Pre-Enrollment: Academic Scheduling provides** spreadsheet to EMS of students to re-pre-enroll, due to Cougar Scholars Early Start grades & Category/Pathway changes.
Mon, Aug 17	Spring Build	Curriculum Analyst	**Academic Scheduling rolls** new semester and **sends** newly rolled schedule to Curriculum Analyst to delete classes that have gone through curriculum changes
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.
Tue, Aug 18 - Fri, Aug 21	Spring Build	EMS	**Block Pre-Enrollment: EMS unenrolls/enrolls** students who have changed category/placement and sends student notifications.
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	EMS	**Enrollment Management Services (EMS) provides** projection on incoming students by Academic Plan.
Mon, Aug 24	Spring Build	IP&A	**Institutional Planning & Analysis (IP&A) provides** projection on retention of continuing students & the prior year's average unit load by Academic Level (FTF, Trans, Fresh, Soph, Junior, Senior).
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**
Tue, Aug 25	Fall	Vice Provost & Faculty	**Vice Provost sends** message to faculty about Wait List, Perm Number, Closed/Open Class Info, & encouraging students to update Degree Planners in Student Center.
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.
Fri, Sep 04 at Noon	Spring Build	IIT&S & ChatBot	**IITS updates** message on Campus App and **Chat Bot Group** sends ChatBot Message to Students encouraging them to review Degree Planner lines suggested for Spring 2027 by deadline
Sat, Sep 05 - Mon, Sep 14	Fall		**Second Week of Add/Drop Period**: All classes require a permission number to enroll.

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Mon, Sep 07 - Fri, Sep 11	*Spring Build*	*eAdvising*	**Degree Planner Team changes Current Term and implements Student Degree Planner Data Freeze in TEST**. Current Term (Fall 2026) disappears and is replaced with next term in Degree Planner (uses Time Session 100 for End of Pre-Registration). Begin running 2-3 day process to populate tables due to re-shuffling of un-met Fall 2026 lines to Spring 2027. All undergraduate students will have their Degree Planners run in batch (3-day process) to update the tables for the Course Need Report beginning midnight on the day after add/drop. **Degree Planner Team pulls** Degree Planner data to FREEZE "Add/Drop" Data for Student Use Dashboard
Mon, Sep 07	*Fall*		**Labor Day Holiday (Campus Closed)**
Tue, Sep 08	*Spring Build*	*eAdvising*	**Academic Scheduling contacts** the Degree Planner Team to check and run process for each course that had a Typically Offered value change and pull a selected course from old terms.
Tue, Sep 08	*Spring Build*	*Faculty*	**Academic Scheduling generates** Permission Numbers = Classroom Size - Enrollment Cap
Tue, Sep 08	*Spring Build*	*EMS*	**Enrollment Management Services (EMS) provides** most current projected number of Spring incoming (new) students by Academic Plan code to PAR Business Analyst.
Tue, Sep 08	*Spring Build*	*EMS & Advising*	**Registrar's Office sends** first message to students about Degree Planner in coordination with Academic Advising.
Wed, Sep 09	*Spring Build*	*Business Analyst*	**Academic Scheduling provides** Course Offerings to Business Analyst
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)
Fri, Sep 18	*Spring Build*	*Business Analyst*	**PAR Business Analyst delivers** the **Spring 2027 Course Need Report** to Vice Provost.
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 - Fri, Oct 16	*Spring Build*	*Academic Scheduling*	**Block Pre-Enrollment: Academic Scheduling works** with the Literature & Writing Studies and Mathematics departments to set aside seats for category 3 & 4 students in Area 1A & 2 classes.
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.*
Mon, Oct 05	*Spring Build*		**Block Pre-Enrollment:** Hold owners reminded to work on notifying and clearing holds.
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.
Mon, Oct 12		*Student Success Services*	**Block Pre-Enrollment: Student Success Coaching shares** message to pre-enrolled students with Academic Scheduling.
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)
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.*

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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.*
Mon, Oct 19	Spring Build	Academic Scheduling	**Block Pre-Enrollment: Academic Scheduling updates** website.
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 - Fri, Oct 30		Academic Scheduling	**Block Pre-Enrollment: Academic Scheduling and First Year Programs pairs** Areas 1A, 2, and FYS classes.
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.
Mon, Nov 02	Summer Build	Business Analyst	**PAR Business Analyst delivers** the Summer 2027 Course Need Report to Vice Provost.
Mon, Nov 02 - Fri, Nov 06	Spring Build	Academic Scheduling	**Block Pre-Enrollment: Academic Scheduling creates** sheet of students needing support with appropriate Class Numbers. Including students in GEW 101A in Fall > 101B in Spring and those who still need GEW 101A and MATH 103/105.
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	EMS	**Block Pre-Enrollment: Academic Scheduling provides** list to EMS of students to be pre-enrolled.
Mon, Nov 09	Spring Build	Bookstore	**Zero Cost Course Materials Designation Inputted**
Mon, Nov 09 - Mon, Nov 16	Spring Build	Business Analyst	**Business Analyst reruns** Spring Course Need Report with updated incoming student numbers and distributes update.
Mon, Nov 09	Spring Build		**TENTATIVE GO LIVE DATE for Spring 2027 Class Schedule**
Tue, Nov 10 - Fri, Nov 13	Spring Build	Academic Scheduling	**Block Pre-Enrollment: EMS block pre-enrolls** students into classes and sends students notification of pre-enrollment.
Wed, Nov 11	Fall		**Veteran's Day Observed - Campus Closed.**
Thu, Nov 12	Spring Build	EMS & Students	**EMS sends** Spring Enrollment Appointments to Continuing Students
Mon, Nov 16 - Fri, Dec 04	Summer Build	DCs & Staff	**Summer 2027 Schedule Build Process in PeopleSoft -** Department Staff build Summer classes into PSoft.

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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**
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	Spring Build	Vice Provost & Business Analyst	**PAR Business Analyst provides** Variance report to the Vice Provost, comparing Course Needs, actual seats built, enrollment numbers, and areas for review. Vice Provost notifies colleges if there are any notable issues.
Wed, Dec 09 - Fri, Dec 11	Spring Build		**TENTATIVE DATES of Spring 2027 Enrollment for Incoming Transfer Students**
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**
Sat, Dec 26 - Sat, Jan 16	Winter		**Winter Intersession through Extended Learning**
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 |