

## Schedule of Classes Production Calendar – Spring 2022

| <u>Day</u>         | <u>Date</u>              | <u>Description</u>   |
|--------------------|--------------------------|--|
| Monday             | Aug. 30, 2021            | Roll Spring 2021 to Spring 2022 and Review Roll*   |
| Friday             | Sept. 03, 2021           | Complete Round 1 packet and post on AS website*  |
| <b>Tuesday</b>     | <b>Sept. 07, 2021</b>    | <b>Round 1 Begins</b><br><b>Departments can begin to input schedules</b>   |
| <b>Wednesday</b>   | <b>Sept. 15, 2021</b>    | <b>End of Round 1</b><br><b>Departments complete their schedule in PeopleSoft</b><br><br><b>Deadline for Departments to submit Global notes</b>  |
| Thursday – Monday  | Sept. 16– 20, 2021       | <b>College Representatives to review Schedule</b><br>(Depts. do not have PS access) <ul style="list-style-type: none"> <li>• <i>Create reports and give back to colleges/departments to correct errors*</i></li> </ul> |
| <b>Tuesday</b>     | <b>Sept. 21, 2021</b>    | <b>Round 1.5 Begins – College reps to distribute reports. <u>All</u> Departments will have access in PeopleSoft to clean-up &amp; finalize schedule</b>  |
| <b>Wednesday</b>   | <b>Sept. 29, 2021</b>    | <b>End of Round 1.5</b>  |
| Thursday – Tuesday | Sept. 30 – Oct. 05, 2021 | Re-run reports/delete/cleanup schedule <ul style="list-style-type: none"> <li>• <i>Complete Global notes*</i></li> </ul>   |
| <b>Wednesday</b>   | <b>Oct. 06, 2021</b>     | <b>Round 2 Begins – Departments can start to request additional adds/corrections thru OnBase</b>   |
| <b>Friday</b>      | <b>Oct. 08, 2021</b>     | <b>End of Round 2 (Requests received after 5 pm on OnBase will be processed as time permits)</b>   |
| Monday - Friday    | Oct. 11 - 15, 2021       | Complete Round 2 Data Entry, re-run reports* <ul style="list-style-type: none"> <li>• <i>Run Cross-Listing Process (10/13)*</i></li> </ul>   |
| Friday             | Oct. 15, 2021            | Schedule completed   |
| Monday             | Oct. 18, 2021            | Schedule posted on Class Schedule website  |
| Tuesday            | Oct. 19, 2021            | Enrollment appointments posted on MySJSU (“go Live”) <ul style="list-style-type: none"> <li>• <i>Start processing changes*</i></li> </ul>  |

\*Completed by Academic Scheduling  
**Department tasks in boldface**

*Tuesday, October 26, 2021 Advance Registration for Continuing Students period begins*