

Schedule Production Calendar – Fall 2024

Day	Date	Description
Monday – Friday	January 2 – February 9, 2024	Department Chairs start planning Fall 2024 and send their schedules to Department Schedulers.
Monday	February 12, 2024	Roll Fall 2023 to Fall 2024 and Review Roll *
Friday	February 16, 2024	Complete Round 1 packet and Post to AS website*
Monday	February 19, 2024	Begin Round 1 Departments can begin to input schedules
Wednesday	February 28, 2024	End Round 1 Departments complete their schedule in PeopleSoft Deadline for Departments to submit Global notes
Thursday – Tuesday	February 29 – March 05, 2024	College Reps to review room grids in ASTRA (Dept. do not have PS access) <ul style="list-style-type: none"> ● <i>Create reports and return to colleges/departments to correct errors*</i>
Wednesday	March 06, 2024	Begin Round 1.5 – College Reps to distribute reports <u>All</u> Departments will have access in PeopleSoft to clean-up & finalize schedule
Thursday	March 14, 2024	End Round 1.5- College turn in Shared Allocation List
Friday – Friday	March 15 - 22, 2024	Re- run reports/delete/clean up schedule* <ul style="list-style-type: none"> ● Complete Global notes*
Monday	March 25, 2024	Round 2 – Departments can begin to request additional adds/corrections through OnBase
Thursday	March 28, 2024	End Round 2 (Requests received after 5 pm on OnBase will be processed as time permits)
Friday - Friday	March 29 – April 05, 2024	Complete Round 2 Data Entry, re-run reports* <ul style="list-style-type: none"> ● <i>Run Cross-Listing Process (4/05) tentative</i>
- Spring Break is April 01 - 05 - Campus closed on April 1st		
Thursday	April 11, 2024	Schedule completed by 5:00PM*
Tuesday	April 16, 2024	<i>Depts can begin submitting additional requests</i> <i>Class Schedule & Enrollment appointments posted on MySJSU</i>

*Completed by Academic Scheduling
Department tasks in boldface

Tuesday, April 23, 2024 First day of Advance Registration for Continuing Students