

Schedule of Classes Production Calendar – Spring 2023

<u>Day</u>	<u>Date</u>	<u>Description</u>
Monday	Aug. 29, 2022	Roll Spring 2022 to Spring 2023 and Review Roll*
Friday	Sept. 02, 2022	Complete Round 1 packet and post on AS website*
Tuesday	Sept. 06, 2022	Round 1 Begins Departments can begin to input schedules
Wednesday	Sept. 14, 2022	Round 1 Ends Departments complete their schedule in PeopleSoft Deadline for Departments to submit Global Notes
Thursday – Friday	Sept. 15– 16, 2022	College Representatives to review Schedule (Depts. do not have PS access) <ul style="list-style-type: none"> • <i>Create reports and give back to colleges/departments to correct errors*</i>
Monday	Sept. 19, 2022	Round 1.5 Begins – College reps to distribute reports. <u>All</u> Departments will have access in PeopleSoft to clean-up & finalize schedule
Friday	Sept. 23, 2022	Round 1.5 Ends at 3:30PM
Friday	Sept. 23, 2023	PS Down for PS 8.59 upgrade (4:00pm) Up by Monday, Sept 26th (12:00pm)
Monday – Friday	Sept. 26 – 30, 2022	Re-run reports/delete/cleanup schedule <ul style="list-style-type: none"> • <i>Complete Global notes*</i>
Monday	Oct. 03, 2022	Round 2 Begins – Departments can start to request additional adds/corrections thru OnBase
Thursday	Oct. 06, 2022	Round 2 Ends (Requests received after 5 pm on OnBase will be processed as time permits)
Friday - Friday	Oct. 07 – 14, 2022	Complete Round 2 Data Entry, re-run reports* <ul style="list-style-type: none"> • <i>Run Cross-Listing Process (10/12)*</i>
Friday	Oct. 14, 2022	Schedule completed by 5:00PM*
Monday	Oct. 17, 2022	Schedule posted on Class Schedule website
Tuesday	Oct. 18, 2022	Depts. can begin submitting requests via OnBase Enrollment appointments posted on MySJSU (“go Live”)

*Completed by Academic Scheduling
Department tasks in boldface

Tuesday, October 25, 2022 First day of Advance Registration for Continuing Students