CSUB ANNUAL SCHEDULE BUILD TIMELINE – AY 2025-2026

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Begin Annual Schedule Build. Follow process set by your School Dean's Office
Between the first day of registration for continuing students and the registration dates for new transfer students and freshmen – there will be enough time to review class enrollments and waitlists, and make decisions on additional course section needs, cancellations or revisions. Build your Schedule as you would normally do with courses typically offered as Face to Face, Online, Hybrid, Independent Study or ITV instruction modes.

Follow the important dates and guidelines for completing the **Annual Schedule Build.** PeopleSoft Schedule Build & APDB training is available upon request.
Contact Tonya Nixon at tnixon1@csub.edu to schedule individual or group training sessions for Schedule Build.

DATE	ACTION/ACADEMIC CALENDAR EVENT	SUMMER 2025	FALL 2025	WINTER 2026	SPRING 2026	COMPLETED BY:
November 2024	Summer 2025, Fall 2025, Winter 2026, Spring 2026 Build the Main Campus Term Session Dates and Academic Calendar	X	X	X	X	Academic Operations
December 2025	Term set up in 25Live for Summer 2025, Fall 2025, Winter 2026 and Spring 2026	X	X	X	X	Academic Operations
January 2 -12, 2025	Summer 2025, Fall 2025, Winter 2026, Spring 2026 Build the Extended Ed Term Session Dates and Academic Calendar	X	X	X	X	EEGO
January 2 – Feb 26, 2025	2025-2026 Catalog - Review & Process Catalog & Curriculum Proposal Forms	X	X	X	X	Academic Operations
January 2 – Feb 26, 2025	2025-2026 Catalog CO Degrees Database Maintenance	X	X	X	X	Academic Programs
January 2 – Feb 26, 2025	2025-2026 PS Catalog & Curriculum Maintenance	X	X	X	X	Academic Operations
January 2 – Feb 26, 2025	2025-2026 Online Catalog & Curriculum Maintenance	X	X	X	X	Academic Operations
January 31, 2025	Fall 2025, Summer 2025, and Spring 2026 draft schedule due in PeopleSoft	X	X		X	Chairs,ASCs, and EEGO
February 17, 2025	Census Day (Spring 2025)					
February 17, 2025	Spring 2025 - All APDB Files & ERS Reporting must be error free					Academic Operations, ASCs
March 14, 2025	Fall 2025 - ASCs complete edits and audits of PS Schedules	X	X			ASCs
March 21, 2025	Fall 2025 - Associate Deans complete Large/Computer/ITV classroom assignments		X			Associate Deans
March 24-28, 2025	Fall 2025 –Review and assign Large/Computer Labs/ITV Rooms for all programs		X			Academic Operations
April 1, 2025	Summer and Fall 2025 Academic Advising for Continuing Students Begins	X	X			All Advisors
April 1-11, 2025	Fall 2025 Only - PeopleSoft Schedule Lockout		X			Academic Operations
April 1-11, 2025	PS Export into 25Live + 25 Live Optimization		X			Academic Operations & IT

DATE	ACTION/ACADEMIC CALENDAR EVENT	SUMMER 2025	FALL 2025	WINTER 2026	SPRING 2026	COMPLETED BY:
April 11, 2025	FALL 2025 - Re-Open PS Access ASCs: Contact AOS (Tonya) to inquire classroom availability for any new sections. Do not create new sections without first confirming classroom space availability. ASCs: Notify AOS (Tonya) of any class cancellations, changes in meeting times (time blocks), enrollment limits, etc. prior to making changes to ensure that current assigned classroom space can accommodate the changes.		X			Academic Operations, ASCs
April 11, 2025	Provide list to AD's of all sections not placed for Fall 2025		X			Academic Operations
April 14-25, 2025	Fall 2025- Schedule changes and adjustments based on classroom availability		X			Departments and Programs, ASC's
April 28, 2025	Summer 2025 and Fall 2025 Registration for Continuing Students Begins	X	X			
May 27, 2025	Fall and Summer 2025 – PERC Process; check for unmet prerequisites		X			Academic Operations, Departments and Programs
June 2 – Aug 15, 2025	Summer Session 2025	X				EEGO and Main Campus
June 2, 2025	Fall 2025 - Academic Advising & Registration for New Transfer Students Begins		X			Advisors
June 23, 2025	Fall 2025 - Academic Advising & Registration for First Time First Year Students Begins		X			Advisors
Aug 11 – Aug 22, 2025	Fall 2025 - Classroom Readiness		X			Academic Operations, Custodial Services, IT
August 15, 2025	Summer 2025 – All Grades Due	X				All Faculty
August 16, 2025	Summer 2025 – End of Term Processing	X				Registrar's Office
August 19, 2025	Fall 2025 – PERC Process; final check for unmet pre-reqs		X			Academic Operations, Departments and Programs
August 18, 2025	Fall 2025 - All Scheduled sections should include instructor name and IDs in Schedule Build		X			ASCs
August 18, 2025	Fall 2025 - All Faculty Due on Campus		X			
August 25, 2025	Fall 2025 - First Day of Classes		X			
September 22, 2025	Census Day		X			
September 22, 2025	Fall 2025 - All APDB Files & ERS Reporting must be error free		X			ASCs
September 8, 2025	Spring 2026 - ASCs complete edits and audits of PS Schedules				X	ASCs
September 8, 2025	Spring 2026 - Associate Deans complete Large/Computer/ITV classroom assignments				X	Associate Deans
September 8-12, 2025	Spring 2026 –Review and assign Large/Computer Labs/ITV Rooms for all programs				X	Academic Operations
September 29, 2025	Spring 2026 - Academic Advising & Registration for Continuing Students Begins				X	Advisors
Sept 29-Oct 10, 2025	Spring 2026 Only - PeopleSoft Schedule Lockout				X	Academic Operations
Sept 29-Oct 10, 2025	Spring 2026 - PS Export into 25Live + 25 Live Optimization				X	Academic Operations & IT

DATE	ACTION/ACADEMIC CALENDAR EVENT	SUMMER 2025	FALL 2025	WINTER 2026	SPRING 2026	COMPLETED BY:
October 13, 2025	SPRING 2026 - Re-Open PS Access				X	Academic Operations ASCs
	ASCs: Contact AOS (Tonya) to inquire classroom availability for any new sections. Do not create new sections without first confirming classroom space availability. Notify AOS (Tonya) of any class cancellations, changes in meeting times, enrollment limits, etc. prior to making changes to ensure that current assigned classroom space can accommodate the changes.					Academic Operations ASCs
October 13, 2025	Provide list of not placed sections to AD's for Spring 2026				X	Academic Operations
October 13-24, 2025	Spring 2026- Schedule changes and adjustments based on classroom availability				X	Departments and Programs, ASC's
October 27, 2025	Spring 2026 Registration for Continuing Students Begins				X	
November 17, 2025	Spring 2026 - Academic Advising & Registration for New Transfer Students Begins				X	Advisors
Dec 13, 2025	Fall 2025 – Commencement		X			
Dec 17, 2025	Fall 2025 – Grades Due		X			All Faculty
January 2, 2026	Fall 2025 – End of Term Processing		X			Registrar's Office
January 2 – 13, 2026	Winter Intersession 2025			X		EEGO
January 2, 2026	Spring 2026 – PERC Process; check for unmet prerequisites				X	Academic Operations, Departments and Programs
January 2 – 16, 2026	Spring 2026 Term Classroom Readiness				X	Academic Operations, Facilities, Custodial Services
January 15, 2026	Spring 2026 - All Scheduled sections should include instructor name and IDs in Schedule Build				X	ASCs
January 15, 2026	Spring 2026- All Faculty Due on Campus				X	
January 20, 2026	Spring 2026 - First Day of Classes				X	
February 16, 2026	Spring 2026 - Census Day				X	
February 16, 2026	Spring 2026 - All APDB Files & ERS Reporting must be error free				X	ASC's
March 9, 2026	Fall 2026 - Academic Advising for Continuing Students Begins					Advisors
May 12 – 18, 2026	Spring 2026 – Finals Examination Period				X	
May 15 – 16, 2026	Spring 2026 - Commencement				X	
May 20, 2026	Spring 2026 – Grades Due				X	All Faculty
May 27, 2026	Spring 2026 – End of Term Processing				X	Registrar's Office