

# Summer 2024 Schedule Production Period

Sept 25 through Oct 24  
(2246)

Please Note:

Due to the demand for classrooms, in the summer, it is important to secure all classrooms that you will be using during the production dates for the term.

September 25 to  
October 24

Start of schedule production. Scheduling of classrooms restricted to **Tier 1** allocation. Use CLSS for scheduling/classroom assignments.

October 6 to  
October 11

CLSS department validation. Process and validate in CLSS (CLSS schedule locked).

October 12 to  
October 13

CLSS administrator process (CLSS schedule locked). **No EMS Optimizer process**

October 16 to  
October 24

**Tier 1** schedule production continues. Schedule of classrooms is unrestricted. Note. Classrooms allocated to summer programs are still restricted. EMS is used to schedule classrooms.

October 24

**Summer schedule deadline!**

October 25 to  
November 30

**Tier 2** – Schedule of classrooms **restricted to** Coyote First Step, Early Start, SOAR, and EOP.

December 1 to  
January 5

**Tier 3** – Scheduling of classrooms restricted to Special Events and Guest Services (SEGS).

January 8 to  
February 23

Classrooms open to Academic class sections. Schedule of classrooms **unrestricted**. Class sections may only be scheduled into remaining available rooms.

February 23

Summer 2024 class listing available online at:  
<https://www.csusb.edu/academic-scheduling>

**April 8**

Registration begins.