

Course Schedule Maintenance Dates

Please note:

Course Schedule Maintenance is the time for departments to make any changes necessary to classes in the upcoming term to prepare them for student registration.

Course Schedule Maintenance (CSM) begins in early April for Spring terms and in early October for Summer and Fall terms.

CSM ends mid-November for Summer terms/mid-July for Spring term and mid-January for Fall terms.

Course Schedule Maintenance begins on **October 1, 2023**, for terms **Fall 2024 (2249)** and **Summer 2024 (2243 and 2244)**

During this time, for active courses from the terms Fall 2023, Summer 2023 (1, 2 and Maymester):

Add times and instructors (Standard meeting patterns
<https://registrar.unc.edu/classrooms/course-schedule-maintenance-information/>)

Check enrollment to make sure it is correct. Check enrollment on combined sections to see if Scheduling needs to be notified of a change in any class in the combination

Schedule any General Purpose classrooms that you have scheduling priority in using the 25Live search specific to your department/classes (check with Scheduling if you have questions)

Schedule departmental classrooms using 25Live.

Schedule departmental meetings in scheduling priority or departmental rooms. Must begin at 3:35 or later. Do not use prime time for these meetings.

Course Schedule Maintenance ends for **Summer terms 2024** on **November 16, 2023**, for undergraduate and graduate career classes

Course Schedule Maintenance ends for **Fall 2024** on **January 18, 2024**, for undergrad and graduate career classes

Scheduling will begin room assignments for General Purpose Classroom when the respective course schedule maintenance period ends. No access for classes in undergraduate and graduate career

Extended Course Schedule maintenance will begin on **November 30, 2023**, for **Summer 2024** and **February 29, 2024**, for **Fall 2024**. During this time requests to cancel or add classes must come through Formstack. Departments can make changes to instructors/enrollment/reserve capacities/notes at this time.

The term will be displayed for students for **Summer 2024** on **December 4, 2023**, and for **Fall 2024** on **March 6, 2024**