**Office of Summer, Winter & Special Programs**

**Annual Scheduling Timeline**

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| **SUMMER SESSION** |
| Call for proposals for faculty | Mid-October through early December |
| Deadline for faculty to discuss interest in teaching with their department chair | Early December  |
| Department scheduling coordinators update preliminary schedule in PeopleSoft  | Early January |
| SSPC approves & OSWSP finalizes schedule for printer | Mid-January |
| Summer schedule “goes live” online | Late January |
| Student registration | Mid-March through mid-July |
| Summer Session One: 4,6,8, 12 weeksSummer Session Two: 4 & 6 weeks | Late May through mid-August |
| **WINTER SESSION** |
| Call for proposals for faculty | Late May through Late August |
| Deadline for faculty to discuss interest in teaching with their department chair | Late August  |
| Department scheduling coordinators update preliminary schedule in PeopleSoft  | Early September |
| SSPC approves & OSWSP finalizes schedule for printer | Mid-September |
| Winter schedule “goes live” online | Late-September |
| Student registration | Late October through early January |
| Winter Session: 3 1/2 – 4 weeks | January |