Scheduling Timeline
Winter 2022

<table>
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<th>Activities</th>
<th>Deadline Dates</th>
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<tr>
<td>eCSP/Coursedog Opens</td>
<td>9/21</td>
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<tr>
<td>Review/Approval of Schedule by Chairs and Deans*</td>
<td>9/21 – 10/13</td>
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<tr>
<td>Initial Schedule Submission due to Schedulers</td>
<td>10/13</td>
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<tr>
<td>Blackout Period for Registrar Processing</td>
<td>10/14 – 11/5</td>
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<tr>
<td>WINTER Registration Opens</td>
<td>11/8</td>
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*Note to Schools: Kindly ensure you incorporate your approval timeframe within the scheduled due dates.

For ALL Scheduling Materials and Supplemental Forms kindly visit our web page at: https://www.lehman.edu/registrar/scheduling-information.php

- Bell Schedule
- New Definition of Modes of Instructions
- Computer Lab Request
- Media Room Request
- Lecture Hall Request

Course Scheduling Strategies

When scheduling your program for the Winter session, kindly note the following items:

- Winter 2022 classes will begin on **Monday, January 3**. There are no classes on **Monday, January 17**. The final exam for all Winter 2022 courses must be given on **Monday, January 24** during the scheduled class times.

- **Class meeting times for three hour classes must run in one of the following Monday to Friday blocks, which include a 15 minute break (please contact the schedulers for classes with other than 3 hours):**
  - 9:00 am to 11:45 am
  - 1:00 pm to 3:45 pm
  - 6:00 pm to 8:45 pm

- All section numbers for Winter session courses must begin with the letters “JA”, which stands for January (example: **PSY 166.JA01**). If you have any questions about section numbers for special programs, please contact the schedulers at Scheduling.Registrar@lehman.cuny.edu.

- If a department’s schedule is approved earlier, please move it on to the schedulers. Departments will be processed in the order they are received.

- Departments will not be able to submit any revisions for Winter 2022 until their initial schedule for Winter is completed by the schedulers.

- **Each department is responsible for checking their schedules in CUNYfirst** and submitting any necessary revisions once their initial schedule has been completed.