

FALL 2024 Class Scheduling Timeline

MODE	DESIGN MODE		REFINE MODE				
PHASE	PLAN: Dept Build; Chair/Dean Review	LOCKED: Registrar Audit	REVIEW	PUBLISH	REGISTRATION	POST-REGISTRATION	ARCHIVE
DATES	11/20/2023 - 1/26/2024	1/29/2024 - 2/7/2024	2/8/2024 - 3/1/2024	3/4/2024 - 3/22/2024	3/25/2024 - 8/30/2024	8/31/2024 - 5/9/2024	5/10/2024 - onward
ACTION	Class scheduling data is entered by dept schedulers into CLSS. Dept's full schedule must complete "Validation," then be submitted to workflow . Approvers (chairs and associate deans) review and approve - or correct - schedules in workflow.	Registrar assigns general pool classrooms , does other checks (ex: "Comments to Registrar" for non-CLSS data requests).	Depts review schedules (including rooms, fees, other non-CLSS data) in CLSS and on Class Schedule website, and make final updates .	On first day of Publish Phase, Class Schedule website goes live for the upcoming term.	Top Scholars Registration: Week of 3/25/2024. Priority Registration begins 4/10/2024.	Classes are fully in session.	Once archived, a term can use the Framet tool to copy section into future terms.
COMMENTS	All data fields should be editable (from section level). Dept schedulers update data from CLSS only, CLSS is not yet syncing with Banner.	No changes allowed while rooms are assigned.	Using Term Preview , dept schedulers view upcoming term on the Class Schedule website before it's live. Updates to meeting patterns (and other data fields) now trigger workflows.	Students view class data, build carts, get advised. Update attempts to additional data fields now trigger workflows or errors.	NO CHANGES TO MEETING PATTERNS FROM THIS POINT FORWARD. Updates to many other data fields will now trigger errors. Exceptions include: - Status (can add or cancel sections via workflow) - Instructor (saves, no workflow)	Instructors can still be updated. No new sections can be created (in CLSS); students can no longer self-register.	No data fields can be updated. All data is now view-only.

Note:
This timeline will be followed as closely as possible, but there may be unforeseen circumstances outside university control which would require the altering of dates and/or phases.

(In some cases, the schedule may have to be published before general pool classrooms are assigned to all classes requesting these rooms.)

Note:
A department enters Refine Mode right after its schedule is bridged from CLSS to Banner by the Registrar. (The department will be alerted of this by ServiceNow ticket.)

So, while Mode is a state specific to each department (depending on if it has submitted to workflow and been approved), Phases are based on real time, and all departments will be in the same Phase at the same time according to the term's timeline dates.

November 2023

U	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

U	M	T	W	R	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

U	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

U	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

U	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

U	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

U	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024

U	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024

U	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

U	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
... till end of term ...						