### FALL 2024 Class Scheduling Timeline

<table>
<thead>
<tr>
<th>MODE</th>
<th>DESIGN MODE</th>
<th>REFINED MODE</th>
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<tbody>
<tr>
<td>PHASE</td>
<td>PLAN: Dept Build, Chair/Dean Review</td>
<td>LOCKED: Registrar Audit</td>
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<tr>
<td>ACTION</td>
<td>Class scheduling data is entered by dept schedulers into CLSS. Dept's full schedule must complete &quot;Validation,&quot; then be submitted to workflow. Approvers (chairs and associate deans) review and approve - or correct - schedules in workflow.</td>
<td>Registrar assigns general pool classrooms, does other checks (ex: &quot;Comments to Registrar&quot; for non-CLSS data requests).</td>
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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.)

### COMMENTS

- All data fields should be editable (from section level).
- Dept schedulers update data from CLSS only. CLSS is not yet synching 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. Updates 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)
- 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)

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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.