

SPRING + SUMMER 2025 Class Scheduling Timeline

MODE	DESIGN MODE		REFINE MODE						
PHASE	PLAN: Dept Build; Chair/Dean Review	REGISTRAR REVIEW	LOCKED: Classroom Assignment	PUBLISH	REGISTRATION		POST- REGISTRATION	ARCHIVE (Locked)	
DATES	7/22/2024 - 9/20/2024	9/23/2024 - 10/11/2024	10/14/2024 - 10/18/2024	10/14/2024 - 10/27/2024	10/28/2024- 1/24/2025		1/25/2025 - 5/8/2025	5/9/2025 - 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 reviews submitted schedules, cleaning up any data as needed. Once a dept schedule has been approved by the Registrar and is out of workflow, further edits can be made by the dept as needed.	Registrar assigns general pool classrooms	On first day of Publish Phase, Class Schedule website goes live for the upcoming term.	Spring Scholars register for classes.	10/28/24 -11/1/24: Spring Scholars register	LOCKED (if needed) Registrar may lock CLSS for a day before Priority Registration, only if last-minute requested updates volume is high. Departments will be notified if this is enacted.	11/4/24 - 11/15/24: Priority Registration All other students begin registering in order of seniority. (After last date of Priority Reg, all students' registration time tickets are open.)	Classes are fully in session. Once archived, a term can use the Framer tool to copy section into future terms.
COMMENTS	Dept schedulers update data only from CLSS. CLSS is not yet syncing with Banner. All data fields should be editable (from the section level).	Using Term Preview , schedulers review the upcoming term on the Class Schedule website before their data is live. Updates to some data fields (such as meeting patterns) now trigger workflows.	CLSS will be temporarily locked (but still viewable). No data can be changed while rooms are being assigned.	Students view class data, build carts, get advised. Update attempts to some more data fields now trigger workflows or errors.	NO CHANGES TO MEETING PATTERNS FROM THIS POINT FORWARD. Update attempts to many other data fields will now trigger errors. Exceptions include: - Instructors (updates save with no workflow required) - Status (can add or cancel sections via workflow)			- Instructors can still be updated. - Status: No new sections can be added, since students can no longer self-register.	No data fields can be changed. All data is now view-only.

June 2024

U	M	T	W	R	F	S
26	27	28	29	30	31	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	1	2	3	4	5	6

July 2024

U	M	T	W	R	F	S
30	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	1	2	3
4	5	6	7	8	9	10

August 2024

U	M	T	W	R	F	S
28	29	30	31	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
1	2	3	4	5	6	7

September 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	1	2	3	4	5
6	7	8	9	10	11	12

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.)

October 2024

U	M	T	W	R	F	S
29	30	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	1	2
3	4	5	6	7	8	9

November 2024

U	M	T	W	R	F	S
27	28	29	30	31	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
1	2	3	4	5	6	7

December 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	1	2	3	4
5	6	7	8	9	10	11

January 2025

U	M	T	W	R	F	S
29	30	31	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	1
2	...till end of term...					1

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.