### SPRING + SUMMER 2025 Class Scheduling Timeline

<table>
<thead>
<tr>
<th>MODE</th>
<th>DESIGN MODE</th>
<th>REFINED MODE</th>
<th>POST-REGISTRATION</th>
<th>ARCHIVE (Locked)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHASE</td>
<td>Dept Build; Chair/Dean Review</td>
<td>Registrar Review</td>
<td>10/28/2024 - 1/24/2025</td>
<td>5/9/2025 - onward</td>
</tr>
</tbody>
</table>

#### Action
- Class scheduling data is entered by dept schedulers into CLSS. Dept’s full schedule must complete “Validation” then be submitted to 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
- Using Term Preview, schedulers review the upcoming term on the Class Schedule website before their data is live.
- CLSS will be temporarily locked (but still viewable).
- No data can be changed while rooms are being assigned.
- Updates to some data fields (such as meeting patterns) now trigger workflows.
- 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.
- Updates to many other data fields will now trigger errors. Exceptions include:
  - Instructors (updates save with no workflow required)
  - 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.

#### Comments
- Dept schedulers update data only from CLSS. CLSS is not yet synching with Banner.
- All data fields should be editable (from the section level).
- No data fields can be changed.
- No changes to meeting patterns from this point forward.
- No data fields can be changed. All data is now view-only.

#### Dates
- Spring Scholars register for classes.
- 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.
- Registrar archives registered classes.
- All other students begin registering in order of seniority.
- Classes are fully in session.

#### 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.)

- 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.