

# Fall 2025 Class Scheduling Timeline

MODE	DESIGN MODE		REFINE MODE					
PHASE	PLAN: Dept Build; Chair/Dean Review	REGISTRAR REVIEW	LOCKED: Classroom Assignment	DEPARTMENT REVIEW	PUBLISH	REGISTRATION	POST- REGISTRATION	ARCHIVE (Locked)
DATES	11/25/2024 - 1/31/2025	2/3/2025 - 2/14/2025	2/17/2025 - 2/21/2025	2/24/2025 - 3/7/2025	3/10/2025 - 3/28/2025	3/31/2025 - 8/29/2025	8/30/2025 - 12/13/2025	12/14/2025 - 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	Departments can review schedules, double check for any errors and make additional edits to single sections.	On first day of Publish Phase, Class Schedule website goes live for the upcoming term.	Spring Scholars register for classes. 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 synching 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.	CLSS will re-open for department schedulers to make edits to sections and/or create new sections.	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.

## 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	3	4	5	6	7	8

## February 2025

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	1
2	3	4	5	6	7	8

## March 2025

U	M	T	W	R	F	S
23	24	25	26	27	28	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

## April 2025

U	M	T	W	R	F	S
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	8	9	10

## May 2025

U	M	T	W	R	F	S
27	28	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

## June 2025

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

## July 2025

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

## August 2025

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
31	1	2	3	4	5	6

The Registrar's Office may need to lock editing access before major deadlines, such as Publishing or Registration, if incoming workflow updates become too high-volume. The lock would only be for a short time period, in order to ensure that the updates get processed before those deadlines, and that no major updates are submitted with too-short notice.

**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