

SPRING 2023 Class Creation / Scheduling Timeline

MODE	DESIGN MODE	LOCKED	REFINE MODE			
PHASE	PLAN: Dept Build, Chair Review and Dean Review	REGISTRAR AUDIT	REVIEW	PUBLISH	REGISTRATION	POST-REGISTRATION
DATES	7/15/2022 - 9/23/2022	9/26/2022 - 9/30/2022	10/3/2022 - 10/9/2022	10/10/2022 - 10/23/2022	10/24/2022 - 1/27/2023	1/28/2023 - 5/11/2023
ACTION	Data entry of schedules by dept schedulers into Courseleaf CLSS. For NTC courses, depts should reference Course Data Forecast Tool. Department Chairs review and approve (or correct) schedule. Associate Deans review and approve (or correct) schedule.	Registrar assigns general pool classrooms, checks non-CLSS data fields.	Depts. review schedules (including room assignments, fees etc.) in CLSS and on Schedule of Classes website	FINAL schedules published to Schedule of Classes at close of business on the first day of the Publish Phase.	STUDENTS REGISTER	Update Instructors as needed for Grading
COMMENTS			Dept schedulers will have access to Term Preview before Schedule of Classes website is published. Depts. may change fewer data fields than in Plan Phase.	Students plan their schedules & are advised. Depts. may change even fewer data fields, or workflows may be triggered.	NEW SECTIONS ALLOWED Most changes to schedules require workflow approval.	INSTRUCTOR CHANGES ONLY

July 2022

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 2022

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			

September 2022

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	

October 2022

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					

November 2022

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 2022

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 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	...till end of term					