

SPRING + SUMMER 2024 Class Scheduling Timeline

Before CLSS opens:		MODE	DESIGN MODE	REFINE MODE						
CALL FOR FEES	PHASE	PLAN: Dept Build; Chair/Dean Review	LOCKED: Registrar Audit	REVIEW	PUBLISH	REGISTRATION			POST-REGISTRATION	ARCHIVE
5/22/2023 - 5/31/2023	DATES	7/24/2023 - 9/22/2023	9/25/2023 - 9/29/2023	10/2/2023 - 10/6/2023	10/9/2023 - 10/22/2023	10/23/2023 - 1/26/2024			1/27/2023 - 5/9/2024	5/10/2023 - onward
						10/23/23 - 11/3/23: Spring Scholars register	LOCKED (if needed)	11/6/23 - 11/17/23: Priority Registration		
Dept schedulers review all course fees, and provide any updates to the Registrar.	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 assigns general pool classrooms, does other checks (ex: "Comments to Registrar" for non-CLSS data requests).	Depts review schedules (including rooms, fees, other non-CLSS data) in CLSS and on Class Schedule website, and make final updates.	On first day of Publish Phase, Class Schedule website goes live for the upcoming term.	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.	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.
Changes post-deadline are subject to review, and require dept to email enrolled students (who may need to be re-enrolled).	COMMENTS	All data fields should be editable (from section level). Dept schedulers update data from CLSS only. CLSS is not yet syncing 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. Update attempts 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)			Instructors can still be updated. No new sections can be created (in CLSS); students can no longer self-register.	No data fields can be updated. All data is now view-only.

June 2023

					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		

July 2023

							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 2023

		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 2023

						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	

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 2023

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 2023

			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 2023

					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		

January 2024

	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	...			
				...till end of term			

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.

* University (Staff) Holidays