**SPRING + SUMMER 2024 Class Scheduling Timeline**

**Before CLSS opens:**
- **CALL FOR FEES**
- **MODE**
- **PHASE**
- **DATES**
- **ACTION**
- **COMMENTS**
- **PLAN:** Dept Build; Chair/Dean Review
- **LOCKED:** Registrar Audit
- **REVIEW:**
- **PUBLISH:**
- **REGISTRATION:**
- **POST-REGISTRATION:**
- **ARCHIVE:**

### 5/22/2023 - 5/31/2023
- Dept schedulers review all course fees, and provide any updates to the Registrar.

### 7/28/2023 - 9/22/2023
- 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.

### All data fields should be editable (from section level).
- Dept schedulers update data from CLSS only.
- CLSS is not yet synching with Banner.

### Changes post-deadline are subject to review, and require dept to email enrolled students (who may need to be re-enrolled).

### 10/23/2023 - 1/26/2024
-Registrar assigns general pool classrooms, does other checks (ex: "Comments to Registrar" for non-CLSS data requests).
- Dept's 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.

### 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.

### September 2023
- **U T W 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 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**

### October 2023
- **U T W 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 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**

### 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 it if 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.