

SUMMER and FALL 2023 Class 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	11/21/2022 - 1/13/2023	1/17/2023 - 2/2/2023	2/3/2023 - 3/2/2023	3/3/2023 - 3/19/2023	3/20/2023 - 8/31/2023	9/1/2023 - end of semester
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 reviews and approves (or corrects) schedules, and bridges. 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

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 email.)

So, while **Mode** is a state specific to each department, **Phases** are time-based, and all departments will be in the same one at the same time according to timeline dates.

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 all general pool classrooms are assigned.)

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	31				

February 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			

March 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	31

April 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						

May 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	31					

June 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	

July 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	31					

August 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	31

September 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

October 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	31					

November 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	

December 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	31					