## FALL 2020 Course Creation/Scheduling Timeline

<table>
<thead>
<tr>
<th>MODE</th>
<th>DESIGN MODE</th>
<th>LOCKED</th>
<th>LOCKED</th>
<th>REFINE MODE</th>
<th>POST-REGISTRATIO</th>
<th>POST-REGISTRATIO</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHASE</td>
<td>BUILD</td>
<td>CHAIR REVIEW</td>
<td>DEAN REVIEW</td>
<td>AUDIT</td>
<td>ROOM ASSIGNMENT S</td>
<td>REVIEW</td>
</tr>
<tr>
<td>ACTION</td>
<td>Creation of Draft Schedules</td>
<td>Department Chairs Approves Schedule</td>
<td>Associate Deans review departmental offerings and approves schedules.</td>
<td>Courses are Published to Banner. Registrar Assigns Updates Fees, Audits Offerings, etc.</td>
<td>Registrar Assigns General Pool Rooms</td>
<td>Depts. REVIEW Schedules, Room Assignments, Fees etc. in CLSS &amp; Schedule of Classes</td>
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<tr>
<td>COMMENTS</td>
<td>All Schedules to be submitted to Chairs.</td>
<td>Department Chairs to review schedules and submit to Associate Deans</td>
<td>Associate Deans review schedules and request updates from departments by deadline.</td>
<td>Depts. will have access to Schedule of Classes Preview Mode in this phase. Depts. may change only certain section data at this point without workflow approval [See Note C below]</td>
<td>Students plan their schedules &amp; get advised Depts. may change even fewer section data elements at this point without workflow approval [See Note D below]</td>
<td>NEW SECTIONS ONLY</td>
</tr>
<tr>
<td>DEADLINE</td>
<td>11/27/19</td>
<td>12/6/19</td>
<td>1/10/20</td>
<td>1/29/20</td>
<td>2/5/20</td>
<td>2/20/20</td>
</tr>
</tbody>
</table>

**NOTE A:** Departments whose schedules “roll” will find their previous fall courses already populated in CLSS.

**NOTE B:** Departments who do not submit by the deadlines will have their schedule pushed through workflow then PROD “as is”.

**NOTE C:** Data allowed to be updated at this point without approval:
- Bldg/Rm (If housed in Dept. owned space)
- Maximum Enrollment / Xlist Caps (up to assigned room cap, otherwise will be routed to approval workflow)
- Instructor (primary flag, %)
- Restrictions (School, Level, Major, etc.)
- Special Approvals (Dept or Instructor Restrictions)
- Titles (Special Topics Only)
- Course Notes
- Co-Requisites
- Waitlist Availability

**NOTE D:** Data allowed to be updated at this point without approval:
- Bldg/Rm (If housed in Dept. owned space)
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