### SUMMER and FALL 2022 Class Creation / Scheduling Timeline

<table>
<thead>
<tr>
<th>MODE</th>
<th>DESIGN MODE</th>
<th>LOCKED</th>
<th>REFINING MODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHASE</td>
<td>PLAN: Dept Build, Chair Review and Dean Review</td>
<td>REGISTRAR AUDIT</td>
<td>REVIEW</td>
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<tr>
<td>ACTION</td>
<td>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.</td>
<td>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.</td>
<td>Students plan their schedules &amp; are advised. Depts. may change even fewer data fields, or workflows may be triggered.</td>
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**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.

**CALENDAR**

- **January 2022**
- **February 2022**
- **March 2022**
- **April 2022**
- **May 2022**
- **June 2022**
- **July 2022**
- **August 2022**
- **September 2022**
- **October 2022**
- **November 2022**
- **December 2022**