## DESIGN MODE

### PLAN:
- Dept Build, Chair Review and Dean Review
- Registrar Audit

### REVIEW
- 2/10/2022 - 2/11/2022
- 2/14/2022 - 2/20/2022

### PUBLISH
- 2/21/2022 - 3/6/2022
- 3/7/2022 - 9/2/2022

### REGISTRATION
- 9/3/2022 - 12/17/2022

### POST-REGISTRATION
- Update Instructors as needed for Grading

## PHASE

### DATES

<table>
<thead>
<tr>
<th>Mode</th>
<th>DESIGN MODE</th>
<th>LOCKED</th>
<th>REFINE MODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates</td>
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### 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 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 plan their schedules & are advised. Depts. may change even fewer data fields, or workflows may be triggered.
- 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.

### 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.
- Most changes to schedules require workflow approval.
- Instructor changes only