

Spring 2020 Course Creation/Scheduling Timeline

MODE	DESIGN MODE		LOCKED	REFINE MODE			
PHASE	PLAN	PROOF & FINAL SUBMISSION	ROOM ASSIGNMENT & AUDIT	REVIEW	PUBLISH	REGISTRATION	POST-REGISTRATION
DATES	8/1/2019 - 8/16/2019	8/17/2019 - 8/30/2019	9/2/2019 - 9/24/2019	9/25/2019 - 10/8/2019	10/9/2019 - 11/3/2019	11/4/2019 - Last Day to Add	Last Day to Withdraw - End of Term
ACTION	Training & Creation of Draft Schedules	Depts. Proof Schedules in CLSS & submit Final version of offerings.	Registrar Assigns General Pool Rooms, Updates Fees, Audits Offerings, etc.	Depts. REVIEW Schedules, Room Assignments, Fees etc. in CLSS & Schedule of Classes	FINAL Schedules Published to Schedule of Classes on 10/9/19	STUDENTS REGISTER	Update Instructors as needed for Grading
COMMENTS	- 8/6 - 8/7: Training - 8/1 - 8/16: Depts. build schedules in CLSS (See Note A below)	- Depts. MUST submit finalized schedules to workflow (See Note B below)		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)	- Students plan their schedules & get advised - Depts. may change even fewer section data elements at this point without workflow approval (See Note D below)	NEW SECTIONS ONLY All other changes require Workflow Approval	INSTRUCTOR CHANGES ONLY
DEADLINE	8/16/2019	8/30/2019	9/24/2019	10/8/2019	11/3/2019		

<i>NOTE A: Departments whose schedules "roll" will find their previous spring courses already populated in CLSS.</i>	<i>NOTE B: Departments who do not submit by the deadline will have their schedule pushed to PROD "as is".</i>
--	---

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