## UPDATED Spring 2020 Course Creation/Scheduling Timeline

<table>
<thead>
<tr>
<th>MODE</th>
<th>LOCKED</th>
<th>REFINE MODE</th>
<th>LOCKED</th>
<th>REFINE MODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHASE</td>
<td>AUDIT</td>
<td>REVIEW</td>
<td>ROOM ASSIGNMENT</td>
<td>PUBLISH</td>
</tr>
<tr>
<td>ACTION</td>
<td>Registrar Updates Fees, Audits Offerings, etc.</td>
<td>Depts. REVIEW Schedules, Room Assignments, Fees etc. in CLSS &amp; Schedule of Classes</td>
<td>Registrar Assigns General Pool Rooms, Updates Fees, Audits Offerings, etc.</td>
<td>FINAL Schedules Published to Schedule of Classes on 10/9/19</td>
</tr>
<tr>
<td>COMMENTS</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 All other changes require Workflow Approval</td>
<td>INSTRUCTOR CHANGES ONLY</td>
</tr>
</tbody>
</table>

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

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