## Spring 2020 Course Creation/Scheduling Timeline

<table>
<thead>
<tr>
<th>PHASE</th>
<th>PLAN</th>
<th>PROOF &amp; FINAL SUBMISSION</th>
<th>ROOM ASSIGNMENT &amp; AUDIT</th>
<th>REVIEW</th>
<th>PUBLISH</th>
<th>REGISTRATION</th>
<th>POST-REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTION</td>
<td>Training &amp; Creation of Draft Schedules</td>
<td>Depts. Proof Schedules in CLSS &amp; submit Final version of offerings.</td>
<td>Registrar Assigns General Pool Rooms, Updates Fees, Audits Offerings, etc.</td>
<td>Depts. REVIEW Schedules, Room Assignments, Fees etc. in CLSS &amp; Schedule of Classes</td>
<td>FINAL Schedules Published to Schedule of Classes on 10/9/19</td>
<td>STUDENTS REGISTER</td>
<td>Update Instructors as needed for Grading</td>
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<tr>
<td>COMMENTS</td>
<td>- 8/6 - 8/7: Training</td>
<td>- 8/1 - 8/16: Depts. build schedules in CLSS (See Note A below)</td>
<td>Depts. will have access to Schedule of Classes Preview Mode in this phase.</td>
<td>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</td>
<td>NEW SECTIONS ONLY</td>
<td>All other changes require Workflow Approval</td>
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<tr>
<td>DEADLINE</td>
<td>8/16/19</td>
<td>8/30/19</td>
<td>9/24/19</td>
<td>10/8/19</td>
<td>11/3/19</td>
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**NOTE A:** Departments whose schedules “roll” will find their previous spring courses already populated in CLSS.

**NOTE B:** Departments who do not submit by the deadline will have their schedule pushed to PROD “as is”.

**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.)
- Waitlist Availability
- Titles (Special Topics Only)
- Course Notes
- Bldg/Rm (If housed in Dept. owned space)