## SPRING 2021 CLSS Section Scheduling Timeline

<table>
<thead>
<tr>
<th>MODE</th>
<th>DESIGN MODE</th>
<th>LOCKED</th>
<th>REFINE MODE</th>
<th>POST-REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHASE</td>
<td>DEPT BUILD</td>
<td>CHAIR REVIEW</td>
<td>DEAN REVIEW</td>
<td>AUDIT/ROOM ASSIGNMENTS</td>
</tr>
<tr>
<td>ACTION</td>
<td>Creation of Schedules. For NTC courses, Depts should utilize CDFT</td>
<td>Department Chairs review departmental offerings and approve schedules.</td>
<td>Associate Deans review departmental offerings and approve schedules.</td>
<td>Registrar updates fees, audits offerings, assigns classrooms, etc.</td>
</tr>
<tr>
<td>COMMENTS</td>
<td>All schedules to be submitted by schedulers to Chairs via workflow.</td>
<td>Department Chairs to approve and submit schedules to Associate Deans via workflow</td>
<td>Associate Deans review schedules and request updates from departments as necessary.</td>
<td>Depts. will have login access to Schedule of Classes Preview in this phase. Depts. may change only certain section data at this point without workflow approval (See Note B below)</td>
</tr>
</tbody>
</table>

**NOTE A:** Department schedules that do not meet the Dean approval deadline will be published to Banner as they currently exist in CLSS.

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

**NOTE C:** Data allowed to be updated at this point without workflow approval:
- Building/Room (If housed in Dept. owned space)
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