## SUMMER & FALL 2020 Course Creation / 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</td>
</tr>
<tr>
<td>ACTION</td>
<td>Creation of Draft Schedules. For NTC courses, Depts should utilize CDFT</td>
<td>Department Chairs approve schedule</td>
<td>Associate Deans review departmental offerings and approve schedules.</td>
<td>Registrar Assigns/Updates Fees, Audits Offerings, etc.</td>
</tr>
<tr>
<td>COMMENTS</td>
<td>All schedules to be submitted to Chairs.</td>
<td>Department Chairs to approve and submit schedules to Associate Deans</td>
<td>Associate Deans review schedules and request updates from departments as necessary.</td>
<td>Depts. will have access to Schedule of Classes Preview in this phase. Depts. may change only certain section data at this point without workflow approval (See Note C below)</td>
</tr>
</tbody>
</table>

**NOTE A:** Departments whose schedules "roll" will find their previous fall courses already populated in CLSS.

**NOTE B:** Departments who do not submit by the deadlines will have their schedule pushed "as is."

**NOTE C:** Data allowed to be updated at this point without approval:
- Bldg/Rm (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
- Co-Requisites
- Waitlist Availability

**NOTE D:** Data allowed to be updated at this point without approval:
- Bldg/Rm (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)