# SUMMER & FALL 2021 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>REGISTRAR AUDIT</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>Registrar Assigns/ Updates Fees, Audits Offerings, etc. Assigns General Pool Rooms</td>
<td>Depts. REVIEW Schedules, Room Assignments, Fees etc. in CLSS &amp; Schedule of Classes</td>
</tr>
<tr>
<td>COMMENTS</td>
<td>All schedules to be submitted to Chairs. 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>
<td>Students plan their schedules &amp; are advised. Depts. may change even fewer section data elements at this point without workflow approval (See Note D below)</td>
</tr>
<tr>
<td>DEADLINE</td>
<td>12/4/2020</td>
<td>12/6/2020</td>
<td>1/17/2021</td>
<td>2/7/2021</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

**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)