Spring 2024 Timeline

Term Dates: Jan. 16 – May 2, 2024 (2241)
(See also Spring 2024 Planning Memo)

Date	Event
May 4, 2023 (Thurs.)	**Plan Phase--Department Update Access in CLSS Begins** • Departments begin work in Design Mode • Active classes from spring 2023 have been rolled into CLSS • Email distribution of planning materials
May 8 (Mon.)	**Classroom Capture+ and SEEC classroom request sheets are distributed.**
Aug. 18 (Fri.)	**Submit Large and Specific Room Requests by 5:00 p.m.** • Large Room Request Form should be sent as an attachment to academicscheduling@colorado.edu • The Specific Room Request Form requires a dean's approval and signature and must be sent from that office as an attachment to academicscheduling@colorado.edu
Aug. 18 (Fri.)	**Classroom Capture+ and SEEC Classroom Request Deadline @ 5:00 p.m.**
Aug. 25 (Fri.)	**Validate Schedules in CLSS no later than this date. All departments need to submit their schedules and move to Refine mode by this date--access ends @ 11:59 p.m.** • All non-centrally controlled classrooms/specialized spaces must be entered in CLSS. • Departments must ensure classes are set up with new standard meeting patterns. • Variable credit classes should be set with fixed credit amounts.
Aug. 28 (Mon.)–Sept. 29 (Fri.)	**Room Assignment Phase in CLSS--Schedule 25 Rooming Process Occurs** • During this period, no changes for spring 2024 can be made in CLSS or CS. • Large and specific room assignments, classroom capture+ and SEEC requests and batch rooming will be completed
Oct. 2 (Mon.)	**Report of All Classroom Assignments Distributed** • Email distribution of all classroom space assignments. • If classes were requested at times when rooms were not available, Academic Scheduling attempted to find an alternate available day/time and place the class at the new time. • A list of available rooms/times **will not** be distributed to departments.
Oct. 2 (Mon.)–Oct. 6 (Fri.)	**Review Phase in CLSS--Update Access Returned in CLSS to Make Class Changes** • Changes that can be made include classroom swaps, cancellations, changing instruction modes and adding instructor information and notes to class sections. • Cancelled classes need to be cancelled rather than deleted

Date	Event

Oct. 10 (Tues.)	**Publish Phase in CLSS--Fall 2023 schedule of classes is 'published' (Class Search and Buff Portal); Shopping cart available to students**
	
	• Departments will have access to change enrollment limits, add or change Class Notes and add or change instructors
	• These changes require submitting the proposed update in CLSS and will go through workflow review (instead of CTUFS):
	    o Adding new sections
	    o Changes to status
	    o Changes to session
	    o Changes to location code
	    o Changes to meeting pattern/time

Oct. 23 (Mon.)	**Registration Phase in CLSS**
	
	• In addition to changes that go through workflow review in Publish phase, once Enrollment is greater than zero:
	    o Changes to section number require original section to be cancelled and new section added
	    o Changes to session require original section to be cancelled and new section added
	    o Changes to instruction mode require original section to be cancelled and new section added
	    o Changes to meeting pattern/time require original section to be cancelled and new section added
	    o Changes to units require workflow approval