

Summer 2024 Timeline

Term Dates: May 13 – August 22, 2024 (2244)

(See also [Summer 2024 Planning Memo](#))

Sept. 13, 2023 (Weds.)	Plan Phase – Department Update Access in CLSS Begins <ul style="list-style-type: none"> Departments begin work in Design Mode Active classes from Summer 2023 have been rolled into CLSS Email distribution of planning materials
Sept. 18 (Mon.)	Classroom Capture+ and SEEC classroom request sheets are distributed.
Oct. 13 (Fri.)	Submit Large and Specific Room Requests by 5 p.m. <ul style="list-style-type: none"> The large room request form should be sent as an attachment to academic scheduling. The specific room request form requires a dean's approval and signature and must be sent from that office as an attachment to academic scheduling.
Oct. 13 (Fri.)	Classroom Capture+ and SEEC classroom request deadline @ 5 p.m.
Oct. 18 (Weds.)	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. <ul style="list-style-type: none"> 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.
Oct. 19 (Thurs.) – Oct. 31 (Tues.)	Room Assignment Phase in CLSS – Schedule 25 Rooming Process Occurs <ul style="list-style-type: none"> During this period, no changes for Summer 2024 can be made in CLSS or CS. Large and specific room assignments, classroom capture+ and SEEC requests and batch rooming will be completed.
Nov. 1 (Weds.)	Report of All Classroom Assignments Distributed <ul style="list-style-type: none"> 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 placed the class at the new time. A list of available rooms/times will not be distributed to departments.

Nov. 1 (Weds.) – Nov. 7 (Tues.)	<p>Review Phase in CLSS – Update Access Returned in CLSS to Make Class Changes</p> <ul style="list-style-type: none"> • Changes that can be made include cancellations, changing instruction modes and adding instructor information and notes to class sections. • Cancelled classes need to be cancelled rather than deleted. • Contact academic scheduling for assistance with room swaps during Review Phase.
Nov. 8 (Weds.)	<p>Publish Phase in CLSS – Summer 2024 schedule of classes is ‘published’ (Class Search and Buff Portal); shopping cart available to students</p> <ul style="list-style-type: none"> • 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): <ul style="list-style-type: none"> ○ Adding new sections ○ Changes to status ○ Changes to session ○ Changes to location code ○ Changes to meeting pattern/time
Feb. 14, 2024 (Weds.)	<p>Registration Phase in CLSS</p> <p>In addition to changes that go through workflow review in Publish phase, once Enrollment is greater than zero:</p> <ul style="list-style-type: none"> ○ Changes to section number require original section to be cancelled and new section added. ○ Changes to session require original section to be cancelled and new section added. ○ Changes to instruction mode require original section to be cancelled and new section added. ○ Changes to meeting pattern/time require original section to be cancelled and new section added. ○ Changes to units require workflow approval.