

Summer 2025 Timeline

Term Dates: May 12 – August 20, 2025 (2254)

(See also [Summer 2025 Planning Memo](#))

Date	Event
Sept. 18, 2024 (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. 11 (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. 21 (Mon.) – Nov. 1 (Fri.)	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. 4 (Mon.) – Nov. 5 (Tues)	Review Phase in CLSS – Update Access Returned in CLSS to Make Class Changes <ul style="list-style-type: none"> • 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.
Nov. 6 (Weds.)	Initial Publish Phase in CLSS – Summer 2025 schedule of classes is 'published' and can be viewed in Class Search <ul style="list-style-type: none"> • Departments will have access to change enrollment limits, add or change Class Notes and add or change instructors.

	<ul style="list-style-type: none"> • The following changes require submitting the proposed update in CLSS and will go through workflow review: <ul style="list-style-type: none"> ○ adding new sections ○ changes to status ○ changes to session ○ changes to location code ○ changes to meeting pattern/time • Shopping cart will not be available until Feb. 12, 2025.
Feb. 12, 2025 (Weds.)	<p>Publish Phase in CLSS – Summer 2025 schedule of classes is ‘published’ and can be viewed in Class Search</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: <ul style="list-style-type: none"> ○ adding new sections ○ changes to status ○ changes to session ○ changes to location code ○ changes to meeting pattern/time
March 5 (Weds.)	<p>Registration Phase in CLSS</p> <ul style="list-style-type: none"> • In addition to changes that go through workflow review in Publish phase, once Enrollment is greater than zero: <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.