

Fall 2025 Timeline

Term Dates: Aug. 21 – Dec. 5, 2025 (2257)

Date	Event
Nov. 14, 2024 (Thurs.)	<p>Plan Phase – Department Update Access in CLSS Begins</p> <ul style="list-style-type: none"> • Departments begin work in Design Mode • Active classes from Fall 2024 have been rolled into CLSS • Email distribution of planning materials
Dec. 2 (Mon.)	<p>Classroom Capture+ and SEEC classroom request sheets are distributed.</p> <ul style="list-style-type: none"> • If you do not receive a request sheet, please email academic scheduling.
Jan. 15, 2025 (Weds.)	<p>Classroom Capture+ and SEEC Classroom Request Deadline (5 p.m.)</p>
Jan. 21 (Tues.)	<p>Deadline to Submit Large and Specific Room Requests</p> <ul style="list-style-type: none"> • This is done within CLSS using the preferred features drop-down available after selecting Centrally Scheduled Classroom, along with adding notes in the Comments to Academic Scheduling field. • Run a report from CLSS showing large and specific requests. The chair or dean's office will send this report to academic scheduling as their approval of the requests. • This deadline correlates with the deadline to validate and submit class schedules. Failure to submit your class schedule by January 21 will be considered failure to submit your large and/or specific room requests. • Detailed information on this new process will be provided in a separate document to come.
Jan. 21 (Tues.)	<p>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 at 11:59 p.m.</p> <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. • Classes scheduled in department prioritized rooms should be scheduled using standard meeting patterns. • Classes meeting together should be correctly combined in the Combine With section of the CLSS form. • Linked classes (lecture/recitation, lecture/lab, etc.) should have the appropriate linked relationship selected in the Link To field of the CLSS form. • The enrollment capacity entered in the Enrollment field should not exceed the room capacity. • Special topic classes should have the correct topic title listed in the Title/Topic field of the CLSS form. • Class Notes in the Notes section of the CLSS form should be reviewed and corrected. • If a class does NOT require a centrally scheduled room, the CLSS Room field should be filled in with a non-centrally scheduled room or "See Department" or "No Room Needed."

Jan. 22 (Weds.) – Feb. 25 (Tues.)	<p>Room Assignment Phase in CLSS – Schedule 25 Rooming Process Occurs</p> <ul style="list-style-type: none"> • During this period, no changes for Fall 2025 can be made in CLSS or CS. • Large and specific room assignments, classroom capture+ and SEEC requests and batch rooming will be completed.
Feb. 26 (Weds.) – March 4 (Tues.)	<p>Review Phase in CLSS – Update Access Returned in CLSS to Make Class Changes</p> <ul style="list-style-type: none"> • Room assignments can be viewed in CLSS. • Changes that can be made include classroom swaps, cancellations, changing instruction modes and adding instructor information and notes to class sections. • Departments may select available rooms using Room Seek. • Cancelled classes need to be cancelled rather than deleted
March 5 (Weds.)	<p>Publish Phase in CLSS – Fall 2025 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: <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 17 (Mon.)	<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.