

## Summer 2025 Timeline

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

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

Date	Event
Sept. 18, 2024 (Weds.)	<b>Plan Phase – Department Update Access in CLSS Begins</b> <ul style="list-style-type: none"> <li>Departments begin work in Design Mode</li> <li>Active classes from Summer 2023 have been rolled into CLSS</li> <li>Email distribution of planning materials</li> </ul>
Sept. 18 (Mon.)	<b>Classroom Capture+ and SEEC classroom request sheets are distributed</b>
Oct. 11 (Fri.)	<b>Submit Large and Specific Room Requests by 5 p.m.</b> <ul style="list-style-type: none"> <li>The <a href="#">large room request form</a> should be sent as an attachment to <a href="#">academic scheduling</a>.</li> <li>The <a href="#">specific room request form</a> requires a dean's approval and signature and must be sent from that office as an attachment to <a href="#">academic scheduling</a>.</li> </ul>
Oct. 13 (Fri.)	<b>Classroom Capture+ and SEEC classroom request deadline (5 p.m.)</b>
Oct. 18 (Weds.)	<b>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.)</b> <ul style="list-style-type: none"> <li>All non-centrally controlled classrooms/specialized spaces must be entered in CLSS.</li> <li>Departments must ensure classes are set up with new standard meeting patterns.</li> <li>Variable credit classes should be set with fixed credit amounts.</li> </ul>
Oct. 21 (Mon.) – Nov. 1 (Fri.)	<b>Room Assignment Phase in CLSS – Schedule 25 Rooming Process Occurs</b> <ul style="list-style-type: none"> <li>During this period, no changes for Summer 2024 can be made in CLSS or CS.</li> <li>Large and specific room assignments, classroom capture+ and SEEC requests and batch rooming will be completed.</li> </ul>
Nov. 4 (Mon.) – Nov. 5 (Tues)	<b>Review Phase in CLSS – Update Access Returned in CLSS to Make Class Changes</b> <ul style="list-style-type: none"> <li>Changes that can be made include classroom swaps, cancellations, changing instruction modes and adding instructor information and notes to class sections.</li> <li>Cancelled classes need to be cancelled rather than deleted.</li> </ul>
Nov. 6 (Weds.)	<b>Initial Publish Phase in CLSS – Summer 2025 schedule of classes is 'published' and can be viewed in Class Search</b> <ul style="list-style-type: none"> <li>Departments will have access to change enrollment limits, add or change Class Notes and add or change instructors.</li> </ul>

	<ul style="list-style-type: none"> <li>The following changes require submitting the proposed update in CLSS and will go through workflow review: <ul style="list-style-type: none"> <li>adding new sections</li> <li>changes to status</li> <li>changes to session</li> <li>changes to location code</li> <li>changes to meeting pattern/time</li> </ul> </li> <li>Shopping cart will not be available until Feb. 12, 2025.</li> </ul>
Feb. 12, 2025 (Weds.)	<p><b>Publish Phase in CLSS – Summer 2025 schedule of classes is ‘published’ and can be viewed in Class Search</b></p> <ul style="list-style-type: none"> <li>Departments will have access to change enrollment limits, add or change Class Notes and add or change instructors.</li> <li>These changes require submitting the proposed update in CLSS and will go through workflow review: <ul style="list-style-type: none"> <li>adding new sections</li> <li>changes to status</li> <li>changes to session</li> <li>changes to location code</li> <li>changes to meeting pattern/time</li> </ul> </li> </ul>
March 5 (Weds.)	<p><b>Registration Phase in CLSS</b></p> <ul style="list-style-type: none"> <li>In addition to changes that go through workflow review in Publish phase, once Enrollment is greater than zero: <ul style="list-style-type: none"> <li>Changes to section number require original section to be cancelled and new section added.</li> <li>Changes to session require original section to be cancelled and new section added.</li> <li>Changes to instruction mode require original section to be cancelled and new section added.</li> <li>Changes to meeting pattern/time require original section to be cancelled and new section added.</li> <li>Changes to units require workflow approval.</li> </ul> </li> </ul>