

## Fall 2023 Timeline

Term Dates: Aug. 28 – Dec. 14, 2023 (2237)  
(See also Fall 2023 Planning Memo)

Date	Event
Monday, Nov. 14	<p><b>Plan Phase--Department Update Access in CLSS Begins</b></p> <ul style="list-style-type: none"> <li>• Departments begin work in Design Mode</li> <li>• Active classes from fall 2022 have been rolled into CLSS</li> <li>• Email distribution of planning materials and 1<sup>st</sup> report of classes that rolled from Fall 2022.</li> </ul>
Monday, Dec. 5	<p><b>Classroom Capture+ and SEEC classroom request sheets are distributed.</b></p>
Friday, Jan 13	<p><b>Submit Large and Specific Room Requests by 5:00 p.m.</b></p> <ul style="list-style-type: none"> <li>• Large Room Request Form should be sent as an attachment to <a href="mailto:academicscheduling@colorado.edu">academicscheduling@colorado.edu</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="mailto:academicscheduling@colorado.edu">academicscheduling@colorado.edu</a></li> </ul>
Friday, Jan. 13	<p><b>Classroom Capture+ and SEEC Classroom Request Deadline @ 5:00 p.m.</b></p>
Friday, Jan. 20	<p><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></p> <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>
Jan. 23– Feb. 22	<p><b>Room Assignment Phase in CLSS--Schedule 25 Rooming Process Occurs</b></p> <ul style="list-style-type: none"> <li>• During this period, no changes for Fall 2023 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>
Thursday, Feb. 23	<p><b>Report of All Classroom Assignments Distributed</b></p> <ul style="list-style-type: none"> <li>• Email distribution of all classroom space assignments.</li> <li>• 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.</li> <li>• A list of available rooms/times <b>will not</b> be distributed to departments.</li> </ul>
Feb. 23—Feb. 28	<p><b>Review Phase in CLSS--Update Access Returned in CLSS to Make Class Changes</b></p> <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>

Date	Event
<b>Wednesday, March 1</b>	<p><b>Publish Phase in CLSS--Fall 2023 schedule of classes is 'published' (Class Search and Buff Portal); Shopping cart available to students</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 (instead of CTUFS): <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>
<b>Monday, March 20</b>	<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>
<b>June 16—Aug. 11</b>	<p><b>Freshman Pre-Reg phase in CLSS</b> <b>For fall semesters only:</b></p> <ul style="list-style-type: none"> <li>• Waitlist Cap cannot be populated on undergraduate classes</li> <li>• Changes to Maximum Enrollment field require review on undergraduate classes</li> </ul>