

Spring 2024 Timeline

Term Dates: Jan. 16 – May 2, 2024 (2241)
(See also Spring 2024 Planning Memo)

Date	Event
May 4, 2023 (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 spring 2023 have been rolled into CLSS • Email distribution of planning materials
May 8 (Mon.)	<p>Classroom Capture+ and SEEC classroom request sheets are distributed.</p>
Aug. 18 (Fri.)	<p>Submit Large and Specific Room Requests by 5:00 p.m.</p> <ul style="list-style-type: none"> • Large Room Request Form should be sent as an attachment to academicscheduling@colorado.edu • The Specific Room Request Form requires a dean's approval and signature and must be sent from that office as an attachment to academicscheduling@colorado.edu
Aug. 18 (Fri.)	<p>Classroom Capture+ and SEEC Classroom Request Deadline @ 5:00 p.m.</p>
Aug. 25 (Fri.)	<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 @ 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.
Aug. 28 (Mon.)– Sept. 29 (Fri.)	<p>Room Assignment Phase in CLSS--Schedule 25 Rooming Process Occurs</p> <ul style="list-style-type: none"> • During this period, no changes for spring 2024 can be made in CLSS or CS. • Large and specific room assignments, classroom capture+ and SEEC requests and batch rooming will be completed
Oct. 2 (Mon.)	<p>Report of All Classroom Assignments Distributed</p> <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 place the class at the new time. • A list of available rooms/times will not be distributed to departments.
Oct. 2 (Mon.)– Oct. 6 (Fri.)	<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 classroom swaps, cancellations, changing instruction modes and adding instructor information and notes to class sections. • Cancelled classes need to be cancelled rather than deleted

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Oct. 9 (Mon.)	<p>Publish Phase in CLSS--Fall 2023 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
Oct. 23 (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