# Summer 2024 Timeline

Term Dates: May 13 – August 22, 2024 (2244)

(See also [Summer 2024 Planning Memo](#))

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| Sept. 13, 2023 (Weds.) | Plan Phase – Department Update Access in CLSS Begins  
- 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. 13 (Fri.) | Submit Large and Specific Room Requests by 5 p.m.  
- 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.  
- 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. 19 (Thurs.) – Oct. 31 (Tues.) | Room Assignment Phase in CLSS – Schedule 25 Rooming Process Occurs  
- 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. 1 (Weds.) | Report of All Classroom Assignments Distributed  
- 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 placed the class at the new time.  
- A list of available rooms/times will not be distributed to departments. |
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| Nov. 1 (Weds.) – Nov. 7 (Tues.) | **Review Phase in CLSS – Update Access Returned in CLSS to Make Class Changes**  
|               |   - Changes that can be made include cancellations, changing instruction modes and adding instructor information and notes to class sections.  
|               |   - Cancelled classes need to be cancelled rather than deleted.  
|               |   - Contact academic scheduling for assistance with room swaps during Review Phase.  |
| Nov. 8 (Weds.) | **Publish Phase in CLSS – Summer 2024 schedule of classes is 'published' (Class Search and Buff Portal); shopping cart available to students**  
|               |   - 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):  
|               |     o Adding new sections  
|               |     o Changes to status  
|               |     o Changes to session  
|               |     o Changes to location code  
|               |     o Changes to meeting pattern/time  |
| Feb. 14, 2024 (Weds.) | **Registration Phase in CLSS**  
|               |   - In addition to changes that go through workflow review in Publish phase, once Enrollment is greater than zero:  
|               |     o Changes to section number require original section to be cancelled and new section added.  
|               |     o Changes to session require original section to be cancelled and new section added.  
|               |     o Changes to instruction mode require original section to be cancelled and new section added.  
|               |     o Changes to meeting pattern/time require original section to be cancelled and new section added.  
|               |     o Changes to units require workflow approval.