

Spring 2024 Planning Memo

Term Dates: Jan. 16 – May 2, 2024 (2241)

Thursday, May 4, 2023

CLSS Plan Phase--Department update access for Spring 2024 begins

Email distribution of planning materials, to include:

- Spring 2024 Timeline
- Spring 2024 Planning Memo (based on timeline)
- Spring 2024 Large Room Usage Report (based on data from previous Spring 2023)
- Step-by-Step Instructions
- Large and Specific Room Request Forms
- Report of Spring 2024 classes that were rolled from Spring 2023 can be generated in CLSS

Monday, May 8

Classroom Capture+ and SEEC classroom request sheets are distributed.

- Request sheets for Classroom Capture+ classroom and SEEC classroom requests are distributed by the Distance Scheduling Coordinator.
- If you do not receive a request sheet and invitation from the Distance Scheduling Coordinator on May 8th, send a request to [academic scheduling](mailto:academic_scheduling).

Friday, Aug. 18 (at 5 p.m.)

Large and specific room requests due

Please note: large and specific room requests will be completed during the Room Assignment phase after class schedules have been validated from each department. These will be completed just before batch rooming begins. If any changes to requested times for large room assignments affect related recitation times, Academic Scheduling will work with the department to make related recitation changes.

Large and specific room request forms can be found on the [class and facility scheduling webpage](#).

Large room requests should be carefully considered and requested after consulting the Large Room Usage Report, as well as reviewing the Standard Meeting Patterns and the Procedures for Submitting Large Room Request tabs of the Large Room Request Form.

Specific room requests should be limited to specific issues, such as an instructor's physical or medical need due to a documented condition, or features unique to that classroom, such as wet labs or proximity to specimens. *All requests for specific classrooms MUST be approved by your chair or associate chair and your dean.*

- Send Large Room Request Forms as an attachment to [academic scheduling](mailto:academic_scheduling).
- Specific room requests will be forwarded from the appropriate dean's office to [academic scheduling](mailto:academic_scheduling).

Friday, Aug. 18 (at 5 p.m.)

Classroom Capture+, computer lab and SEEC classroom requests are due

- Submit all distance education and SEEC classroom requests using your department's request form.
- Computer lab requests should be emailed to [academic scheduling](#).

Friday, Aug. 25 (at 11:59 p.m.)

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.

- Among other details, particular items to note:
- All classes requesting a centrally scheduled classroom should have a standard meeting pattern entered in the CLSS Schedule field.
- 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"
- 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.
- All variable credit hours should be fixed, if necessary
- Special Topic classes should have their 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.

Monday, Aug. 28 – Friday, Sept. 29

Room Assignment Phase in CLSS — Schedule 25 Rooming Process Occurs

- During this period, no changes for Spring 2024 can be made in CLSS.

Monday, Oct. 2 (at 8 a.m.)

Report of classroom space 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.

Monday, Oct. 2 – Friday, Oct. 6

Review Phase in CLSS — Update Access Returned in CLSS to Make Class Changes

- Changes that can be made include classroom swaps, cancellations, assigning non-centrally scheduled classrooms and adding instructor information to class sections.
- Cancelled classes need to be cancelled rather than deleted
- 25Live Room Seek will be available to view and request centrally scheduled rooms for changes to class times

Tuesday, Oct. 10

Publish Phase in CLSS —Spring 2024 schedule of classes is ‘published’ (Class Search and Buff Portal); Shopping cart available to students

- Departments will have access to change enrollment limits, department consent, 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):
 - Adding new sections
 - Changes to status
 - Changes to session
 - Changes to location code
 - Changes to meeting pattern/time

Monday, Oct. 23

Registration Phase in CLSS

- In addition to changes that go through workflow review in Publish phase, once Enrollment is greater than zero:
 - 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