CU | University of Colorado Boulder

Office of the Registrar
Regent Administrative Center 101
20 UCB
Boulder, Colorado 80309

t   303 492 6970
f   303 492 3705
academicscheduling@colorado.edu

# Fall 2024 Timeline

Term Dates: Aug. 26 - Dec. 12, 2024 (2247)
(See also Fall 2024 Planning Memo)

| Date | Event |
|---|---|
| **Wednesday, Nov. 15** | **Plan Phase--Department Update Access in CLSS Begins**<br>• Departments begin work in Design Mode<br>• Active classes from Fall 2023 have been rolled into CLSS<br>• Email distribution of planning materials |
| **Monday, Dec. 4** | **Classroom Capture+ and SEEC classroom request sheets are distributed.** |
| **Friday, Jan. 12** | **Submit Large and Specific Room Requests by 5 p.m.**<br>• The large room request form should be sent as an attachment to academic scheduling.<br>• 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. |
| **Friday, Jan. 12** | **Classroom Capture+ and SEEC Classroom Request Deadline at 5 p.m.** |
| **Friday, Jan. 19** | **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 at 11:59 p.m.**<br>• All non-centrally controlled classrooms/specialized spaces must be entered in CLSS.<br>• Departments must ensure classes are set up with new standard meeting patterns.<br>• Variable credit classes should be set with fixed credit amounts. |
| **Monday, Jan. 22 – Tuesday, Feb. 27** | **Room Assignment Phase in CLSS--Schedule 25 Rooming Process Occurs**<br>• During this period, no changes for Fall 2024 can be made in CLSS.<br>• Large and specific room assignments, classroom capture+ and SEEC requests and batch rooming will be completed. |
| **Wednesday, Feb. 28 – Tuesday, March 5** | **Review Phase in CLSS--Update Access Returned in CLSS to Make Class Changes**<br>• Room assignments can be viewed in CLSS.<br>• Changes that can be made include classroom swaps, cancellations, changing instruction modes and adding instructor information and notes to class sections.<br>• Departments may select available rooms using Room Seek.<br>• Cancelled classes need to be cancelled rather than deleted |
| **Wednesday, March 6** | **Publish Phase in CLSS--Fall 2024 schedule of classes is 'published' (Class Search and Buff Portal); Shopping cart available to students**<br>• Departments will have access to change enrollment limits, add or change Class Notes and add or change instructors.<br>• These changes require submitting the proposed update in CLSS and will go through workflow review:<br>  o Adding new sections<br>  o Changes to status<br>  o Changes to session<br>  o Changes to location code<br>  o Changes to meeting pattern/time |

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|---|---|
| **Monday, March 18** | **Registration Phase in CLSS**<br>• In addition to changes that go through workflow review in Publish phase, once Enrollment is greater than zero:<br>    o Changes to section number require original section to be cancelled and new section added<br>    o Changes to session require original section to be cancelled and new section added<br>    o Changes to instruction mode require original section to be cancelled and new section added<br>    o Changes to meeting pattern/time require original section to be cancelled and new section added<br>    o Changes to units require workflow approval |
| **Friday, June 14 – Friday, Aug. 16** | **Freshman Pre-Reg phase in CLSS**<br>**For fall semesters only:**<br>• Waitlist Cap cannot be populated on undergraduate classes<br>• Changes to Maximum Enrollment field require review on undergraduate classes |