

Spring 2025 Timeline

Term Dates: Jan. 13 – May 1, 2025 (2251)
(See also [Spring 2025 Planning Memo](#))

Date	Event
May 15, 2024 (Tues.)	<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 2024 have been rolled into CLSS • Email distribution of planning materials
May 15 (Tues.)	<p>Classroom Capture+ and SEEC classroom request sheets are distributed.</p>
Aug. 23 (Fri.)	<p>Submit Large and Specific Room Requests by 5 p.m.</p> <ul style="list-style-type: none"> • 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.
Aug. 23 (Fri.)	<p>Classroom Capture+ and SEEC Classroom Request Deadline (5 p.m.)</p>
Aug. 30 (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 at 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.
Sept. 3 (Tues.)– Oct. 4 (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 2025 can be made in CLSS or CS. • Large and specific room assignments, classroom capture+ and SEEC requests and batch rooming will be completed.
Oct. 7 (Mon.)– Oct. 11 (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.
Oct. 14 (Mon.)	<p>Publish Phase in CLSS–Spring 2025 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: <ul style="list-style-type: none"> ○ Adding new sections ○ Changes to status ○ Changes to session ○ Changes to location code ○ Changes to meeting pattern/time

Date	Event
Oct. 28 (Mon.)	<p data-bbox="386 205 719 233">Registration Phase in CLSS</p> <ul data-bbox="435 247 1482 604" style="list-style-type: none"><li data-bbox="435 247 1482 300">• In addition to changes that go through workflow review in Publish phase, once Enrollment is greater than zero:<ul data-bbox="532 310 1433 604" style="list-style-type: none"><li data-bbox="532 310 1433 363">○ Changes to section number require original section to be canceled and new section added.<li data-bbox="532 373 1433 426">○ Changes to session require original section to be canceled and new section added.<li data-bbox="532 436 1433 489">○ Changes to instruction mode require original section to be canceled and new section added.<li data-bbox="532 499 1482 552">○ Changes to meeting pattern/time require original section to be canceled and new section added.<li data-bbox="532 562 1068 604">○ Changes to units require workflow approval.