



MEMORANDUM

TO: Department Chairpersons
FROM: Gina Crabtree, University Registrar
DATE: July 3, 2025
SUBJECT: SPRING 2026 SCHEDULE BUILDING

Schedule building for spring 2026 will begin soon. Since this is the first spring schedule in the new CLSS software, there will be no course roll. All sections will be created directly or can be created in a copy of the same course from spring 2025. The first step of the process could still be running the schedule report for spring 2025 for your department and using that as a starting point for which classes need to be created for 2026. The resources you and your schedule-builder will need can be found at www.wichita.edu/clss. These include the part-of-term template and CLSS guides to assist with any questions.

The original schedule is submitted as a complete unit (department) in CLSS. We have again identified a recommended date by when the schedule-builder should validate and submit the department schedule to workflow, as well as the deadline by when the department chair and dean (if applicable) approvals must be completed:

Schedule-builder spring validation/submission recommended deadline: August 20, 2025

Spring schedule final approval deadline: September 5, 2025

Schedule building will begin on July 7, 2025. All requests related to classroom features/scheduling are also due by the final approval deadline of 9/5. Your Dean's office may set an earlier deadline for your schedule to be ready for their review. You are encouraged to utilize resources such as the Closed Course report, which will be provided in the Department Chair Teams this week. Previous term enrollments should be considered when setting quotas, keeping the 80% fill rate goal in mind.

Departments will be able to select in CLSS any lab and specialty rooms assigned to their area; general classrooms will continue to be assigned by the RO using the optimization software. The updated room list can also be found on the website.

Departments are responsible to ensure that scheduled courses meet the minimum contact hours required per the credit hour policy (see policy 4.08) **AND** that they meet the standard meeting pattern unless an exception has been approved by the Registrar's office. The RO will contact department chairs about any sections that are out of alignment with these policies.

If you have a new employee who needs CLSS/schedule-building training, please email an access request to stusecurityaccess@wichita.edu. Training will be held July 16-17. All other questions and requests related to schedule-building and changes should be sent to schedulebuilding@wichita.edu.

The general instructions document has been updated and should be reviewed carefully by each department. Thank you!

cc: Provost Lounsbery Academic Deans and Associate Deans
Linnea GlenMaye WSU West, WSU South
Ashlie Jack David Wright