MEMORANDUM

TO: **Department Chairpersons**

FROM: **Gina Crabtree, University Registrar**

DATE: **October 17, 2024**

SUBJECT: **SUMMER *and* FALL 2025 SCHEDULE BUILDING**

Schedule building for summer and fall 2025 will begin soon. As you know, these are the first terms that will be built using the new CourseLeaf CLSS module. While this work usually begins around Thanksgiving, we are starting earlier to ensure your departments have the time needed to learn CLSS and become comfortable with its use. As soon as your departmental schedule-builder completes one of the required CLSS training sessions held Oct 22-23, they will be able to begin their schedule entry.

CLSS work for summer and fall will not start with any kind of roll. All CRNs will be created directly or can be created in a copy of the same course from summer or fall 2024. The first step of the process could still be running the schedule report (for summer and fall 2024) for your department and using that as a starting point for which classes need to be created for 2025. The resources you and your schedule-builder will need can be found at www.wichita.edu/clss. These include the part of term templates and CLSS guides to assist with any questions.

The original schedule is submitted as a complete unit (department) in CLSS. We've identified a recommended date by when the schedule-builder should validate and submit to workflow, so that the department chair and dean (if applicable) approvals can be done by the final deadline. Those dates are:

Schedule-builder summer validation/submission recommended deadline: 12/20/2024
Summer schedule final approval deadline: 1/10/2025
Schedule-builder fall validation/submission recommended deadline: 1/15/2025
Fall schedule final approval deadline: 1/31/2025

All requests related to classroom features/scheduling are also due by these final approval dates. 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.

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 CRNs that are out of alignment with these policies.

The general instructions document has been updated with CLSS details and should be reviewed carefully by each department. Please be sure your schedule builder is signed up for a CLSS training session. Thank you!

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