



MEMORANDUM

TO: Department Chairpersons
FROM: Gina Crabtree, AVP and University Registrar
DATE: October 24, 2025
SUBJECT: SUMMER and FALL 2026 SCHEDULE BUILDING

Schedule building for summer and fall 2026 will begin soon. These will be the first terms starting with a class roll in CLSS. All rolled sections must be reviewed and edited, and new sections can be created directly. Classes included in the roll are those with a part of term of 1, 1S, BG, F10 and S10, as well as 810 and 820 for summer. Reports from within CLSS or WSU Reporting can be used to identify classes in other parts of term from 2025 that you may also want to create 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 templates and CLSS guides to assist with any questions. **Schedule building for both summer and fall 2026 opens on Monday, October 27.**

Reminder that the schedule is submitted as a complete unit (department) in CLSS. Each term has a date by when the schedule builder should validate and submit to workflow, as well as the deadline by when the department chair and dean (if applicable) approvals must be completed. Those dates are:

Schedule-builder summer validation/submission recommended deadline: 12/9/2025

Summer schedule final approval deadline: 1/9/2026

Schedule-builder fall validation/submission recommended deadline: 1/14/2026

Fall schedule final approval deadline: 1/30/2026

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 for ensuring 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.

You are encouraged to utilize resources such as the ***Closed Course report***, which will be provided in the Department Chair Teams next week. Previous term enrollments should be considered when setting quotas, keeping the 80% fill rate goal in mind.

If you have a new employee who needs CLSS/schedule-building training, please email an access request to stusecurityaccess@wichita.edu. CLSS training for new users will be held October 30; a virtual refresher training will be held October 29. See myTraining for details and sign-up. All other questions related to schedule-building 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
Ashlie Jack

Academic Deans and Associate Deans
Augustine Iacopelli, WSU Old Town

David Wright
Sam Morris, UG Admissions