CLSS Scheduling Phase Checklist

Phase 0   Planning

- ☐ Export last-like semester and have department chair review the offerings
- ☐ Make section edits according to approved curriculum changes
    - ☐ Have credit ratios changed?
    - ☐ Have subjects/courses changed?
    - ☐ Have any cross-listings been added/removed?
    - ☐ Have any GE or bachelor degree attributes been added/removed?
- ☐ Review existing meeting pattern exceptions if needed

Phase 1   Initial Review

- ☐ Make requested changes, adds, cancellations
    - ☐ This is the time for high-impact changes
    - ☐ Request miscellaneous part of term codes
    - ☐ Pre-schedule classrooms/labs
    - ☐ Clean-up max enrollments
    - ☐ Determine Final Exam room needed
- ☐ Review every section for accuracy - check every field in CLSS

Phase 3   Final Review

- ☐ Check room assignments
    - ☐ Check locations for instructors with back-to-back classes
    - ☐ Make sure any known ADA classroom needs are met

Phase 5   Publish

- ☐ Review fees/charges before registration begins
- ☐ Increase enrollments as needed
- ☐ Cancel low enrolled sections
- ☐ Make sure all sections have an instructor