

## Memorandum

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Curriculum Management

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To Department Chairs, Program Coordinators, and Administrative Assistants  
From Suzanne Hill, Assistant Director for Curriculum Management  
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Re Building the Mini/Spring 2027 Class Schedules

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Instructions for completing the Minimester, Spring & Summer 2027 class schedules are available at the [Class Schedule Building page](#). You can begin working on your Minimester, Spring, and Summer 2027 schedules starting July 30, 2026, using the CLSS scheduling system. You can use the CLSS Framer to roll individual class sections; my office will follow up by email with a reminder of how this works. The deadline for validating your schedule for Minimester 2027 is August 31, 2026; for Spring 2027 the deadline is September 14, 2026; and for Summer 2027 is October 5, 2026.

After this time, if you have not scheduled classes into a room where your department has priority, the room will be used for classes without a room pre-assignment.

Classes must meet for a minimum number of minutes depending on component and number of units (e.g., 3-unit lecture courses meet for 2250 minutes including exams). Please verify that your classes are meeting for enough minutes. CLSS will stop you from adding a class that does not meet for enough minutes. There is a document at the [Class Schedule Building page](#) with guidance on this.

Prior to submission, double-check whether you are offering a class **not** adhering to the Course Schedule Matrix. If you are, please send us a justification why it is off matrix. To refer to the Course Schedule Matrix, use this link on the [Class Schedule Building page](#). Also please verify that at least 20% of undergraduate course offerings are held during non-peak periods. Schedules will be reviewed for adherence to the non-peak policy, and if they are not in 20% compliance we will contact you for correction. The peak & non-peak information can also be found on the Course Schedule Matrix.

Please note: Departments should determine for each class when and where the final exam will be held, in order to determine possible room conflicts early on.

For a class that has Free or Low Cost Course Materials: moving forward please select the “FREE” or “LOW” attribute under “Section Attributes” in CLSS (instead of adding a Comment).

Official Proofing is tentatively set for Monday, September 7 for Minimester 2027, October 1 & 2 for Spring 2027, and October 26 & 27 for Summer 2027. You will receive a message with instructions for Official Proofing; please wait for this email before proofing. Mini 2027 registration begins October 12. Spring 2027 registration begins November 9. Summer 2027 registration begins March 8. If you have any questions, feel free to call. Thank you.