Memorandum

Office of the Registrar
Curriculum Management

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To	Department Chairs, Administrative Assistants, and Program Coordinators
From	Suzanne Hill, Assistant Director for Curriculum Management
Date	December 21, 2023
Re	Building the Fall 2024 Class Schedule

Instructions for completing the Fall 2024 class schedule will be available at the Class Schedule Building page. You can begin working on your Fall 2024 schedule starting Thursday, December 21, 2023, using CLSS. You can use the CLSS Framer to roll individual class sections from last year; we will follow up with a reminder of how this works. The deadline for validating your schedule is Monday, February 12.

After validation, 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 classes meet for 2250 minutes including final exam). Please verify that your classes are meeting for enough minutes [CLSS should stop you from adding a class that does not meet for enough minutes]. The Course Schedule Matrix at the Class Schedule Building page has guidance on this. **Please note: Fall Break is on Friday, October 25 (TU is open but there are no classes).**

Please double-check whether you are offering a 3-unit class **not** adhering to the Course Schedule Matrix. If you are, please send us a justification why it is off matrix.

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. If they are not in 20% compliance, we will contact you for correction. The peak & non-peak information can be found on the Course Schedule Matrix.

For a class that has Free or Low-Cost Course Materials, in CLSS please write "FREE" or "LOW" in the Comment field. We will add the notation to the Class Schedule. In CLSS, select Final Exam (Room Required), No Final Exam (No Room Needed), or Online Final (No Room Needed).

Hybrid classes will use this sample format to show the full meeting pattern: MWF 9:00-9:50am. Include a Freeformat Note explaining the online portion (e.g., "This class will meet in person on Mondays and Wednesdays, and the Friday material will be offered asynchronously online" or perhaps "This class will meet 25% online synchronously").

Official **Proofing for Fall 2024 is tentatively set for March 4 & 5.** You will receive a message with instructions for Official Proofing; please wait for this email before proofing. The schedule will be published by March 8. Fall 2024 registration begins April 8, 2024. If you have any questions, feel free to email or call. Thank you.