



Memorandum

Office of the Registrar
Curriculum Management

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To Department Chairs, Program Coordinators, and Administrative Assistants
From Suzanne Hill, Assistant Director for Curriculum Management
Date August 1, 2022
Re Building the Mini/Spring 2023 Class Schedules

Instructions for completing the Minimester, Spring & Summer 2023 class schedules are available at the [Class Schedule Building page](#). You can begin working on your Minimester, Spring, and Summer 2023 schedules starting Friday, August 12, 2022, using the CLSS scheduling system. You can use the CLSS Framer to roll individual class sections; our office will follow up in August with a reminder of how this works. The deadline for validating your schedule for Minimester 2023 is Wednesday, September 7; for Spring 2023 is 8:00am on Friday, September 16; and for Summer 2022 is Wednesday, October 5.

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. 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.

Official Proofing is tentatively set for September 9 for Minimester 2023, for October 4 & 5 for Spring 2023, and for October 25 & 26 for Summer 2023. You will receive a message with instructions for Official Proofing; please wait for this email before proofing. Mini 2023 registration begins October 10. Spring 2023 registration begins November 7. Summer 2023 registration begins March 13, 2023. If you have any questions, feel free to call.

Thank you.