



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 January 3, 2023
Re Building the Fall 2023 Class Schedule

Instructions for completing the Fall 2023 class schedule are available at the [Class Schedule Building page](#). You can begin working on your Fall 2023 schedule starting Wednesday, January 4, 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 13.

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 will 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 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.

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).

For Fall 2023: 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. For example, “This class will meet in person on Mondays and Wednesdays, and the Friday material will be offered synchronously online” or perhaps “This class will meet 25% online asynchronously.”

Official Proofing for Fall 2023 is tentatively set for March 6 & 7. You will receive a message with instructions for Official Proofing; please wait for this email before proofing. Fall 2023 registration begins April 10, 2023. If you have any questions, feel free to email or call. Thank you.