Memorandum

To Department Chairs, Administrative Assistants, and Program Coordinators

From Suzanne Hill, Assistant Director for Curriculum Management

Date December 19, 2024

Re Building the Fall 2025 Class Schedule

Instructions for completing the Fall 2025 Class Schedule will be available at the Class Schedule Building page. You can begin working on your Fall 2025 schedule in CLSS starting Thursday, December 19, 2024. 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 10, 2025.

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 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 and we may contact you for
correction. The peak & non-peak information can be found on the Course 0.18 rg 0.196 0.192 0.18 RG [(-)] TJ ET Qq 0.0