DATE: September 27, 2023

TO: Department Chairpersons & CLSS Schedulers

FROM: Lisa Neal, Registrar

RE: Summer 2024 Class Schedule

The Summer 2024 class schedule is now available and ready to be built in CLSS. Please use the following URL [https://nextcatalog.unk.edu/wen](https://nextcatalog.unk.edu/wen) to log in to CLSS with your username (email address that appears before the @ sign – [louieloper@unk.edu](mailto:louieloper@unk.edu)) and UNK password.

**SUMMER 2024 CLASS SCHEDULE**

**PRODUCTION DATES**

Wednesday, September 27 …… **Build Phase** - Class Schedule for Summer 2024 (rolled from Summer 2023) is available to be built in CLSS.

Wednesday, October 18 …… Deadline to submit Summer 2024 Class Schedule through Workflow to the Dean’s Office for compliance review and classroom assignments.

Wednesday, November 8 …… Deadline for the Dean’s Offices to submit Summer 2024 Class Schedule through Workflow to the Registrar Scheduler.

Friday, December 8 ………… **Edit Phase** – Summer 2024 Class schedule is available to Departments for final editing.

Tuesday, January 16 ……… Compliance review and classroom assignments by Dean’s Offices.

Friday, January 19 ………… Final Review by Registrar Scheduler. The Summer 2024 Class Schedule will be LOCKED in CLSS – NO CHANGES ALLOWED.

Monday, January 29 ………… **Publish Phase** - Summer 2024 Class Schedule available to view in MyBLUE and the UNK website. Workflow will be generated for each new edit.

April 1-21 ………………….. Early registration for Summer 2024 for currently enrolled students.
SUMMER 2024  May 20th - August 9th

START DATES FOR CLASSES - May 20, June 3, June 17, July 1, July 15, & July 29

DATES TO REMEMBER

May 20 ……. Classes begin
May 27 ……. Memorial Day – classes dismissed – UNK Offices closed
May 28 …. Classes reconvene
July 4 …….. Independence Day Observed – classes dismissed – UNK Offices closed
July 5 ……… Classes reconvene
August 9 …. Summer Semester ends/Summer Commencement

- Classes may only begin on the designated start dates and all classes end on a Friday regardless of whether the class meets or not. Include the specific dates for a class meeting less than the full term. See “Assigning Dates for Summer Sections in CLSS” for directions.

LENGTH OF CLASS MEETINGS

The Graduate College has established minimum meeting times for graduate level courses. Undergraduate courses should meet the same expectations. Minimum meeting times are noted below.

<table>
<thead>
<tr>
<th>Credit Hours of Class</th>
<th>MINIMUM Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>5 days/week for 5 weeks OR 4 days/week for 6 weeks</td>
</tr>
<tr>
<td>4</td>
<td>5 days/week for 4 weeks OR 4 days/week for 5 weeks</td>
</tr>
<tr>
<td>3</td>
<td>5 days/week for 3 weeks OR 4 days/week for 4 weeks</td>
</tr>
<tr>
<td>2</td>
<td>5 days/week for 2 weeks OR 4 days/week for 3 weeks</td>
</tr>
<tr>
<td>1</td>
<td>3 days</td>
</tr>
</tbody>
</table>
CLASS MEETING DATES

4 Week Classes
May 20 – June 14
June 3 - June 28
June 17 – July 12
July 1 – July 26
July 15 – August 9

8 Week Classes
May 20 – July 12
June 3 – July 26
June 17 – August 9

HOLIDAY MAKE UP SCHEDULE

<table>
<thead>
<tr>
<th>Classes Meeting:</th>
<th>Make Up Days for Memorial Day</th>
<th>Make Up Days for Independence Day</th>
<th>Exceptions to these dates may be permitted with approval of the Senior Vice Chancellor of Academic Affairs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 days/wk.</td>
<td>Fridays: May 24 or May 31</td>
<td>Fridays: June 28 or July 5</td>
<td></td>
</tr>
<tr>
<td>5 days/wk.</td>
<td>Saturdays: May 25 or June 1</td>
<td>Saturdays: June 29 or July 6</td>
<td></td>
</tr>
</tbody>
</table>

CLASS MEETING TIMES - All Classes MUST begin at these times regardless of duration.

8 Week Classes
7:00am – 8:15am
8:30am – 9:45am
10:00am – 11:15am
11:30am – 12:45pm
1:00pm – 2:15pm
2:30pm – 3:45pm
4:00pm – 5:15pm

4 Week Classes
7:00am – 9:45am
10:00am – 12:45pm
1:00pm – 3:45pm

GRADING VIA MYBLUE

Grading Period June 12 – June 18 (for classes concluding June 14)
Grading Period July 10 – July 16 (for classes concluding July 12)
Grading Period August 7 - August 13 (for classes concluding August 9)

SUMMER SCHEDULE REMINDERS

- Be sure to schedule face to face meetings for Blended classes. See “Creating Blended Sections” for directions.

- To request a specific classroom for a section not listed in the Room dropdown, make the request in the Comments Box.
• Please date and initial all notes added to the Comments Box.