Spring 2025 Class Schedule

The Spring 2025 class schedule is now available and ready to be edited in CLSS. Please use the following URL https://nextcatalog.unk.edu/wen to log in to CLSS with your username (email address that appears before the @ sign – louieloper@unk.edu) and UNK password.

Just a couple of reminders to expedite this process and reduce the potential for errors:

- Select Three Week in the Session dropdown to schedule a section during the J-Term. The dates will auto-fill.
- Add a meeting pattern row to schedule the dates, time, and room for each face-to-face meeting of Blended classes.
- Select Mini Session and include the specific dates for sections meeting less than the full semester.
- Please date and initial all notes made in the Comments Box.
- To designate a Dual Enrollment section, select HS as the Instructional Method and the corresponding school under Room (i.e., DE-KHS)
- Leave a note in the Comments Box for Thompson Scholar Learning Community or other designated Learning Community classes.
- To designate Open Nebraska (OER), leave a note in the Comments Box with the correct code:
  - NCM – No Cost Materials
  - LCM – Low-Cost Materials
  - RCM – Reduced Cost Materials
- Click on the Validate button at the top of the Scheduling Unit to view any Warnings, Errors and to Submit Workflow. Red Icons are errors and must be corrected before submitting to workflow.
- Refer to the Faculty & Staff Resources page for reference guides https://www.unk.edu/offices/registrar/faculty--staff-resources.php

CLSS SCHEDULE PRODUCTION TIMELINE – SPRING 2025
Tuesday, May 14 .......... **Build Phase**
Class Schedule for Spring 2025 (rolled from Spring 2024) is available to be built in CLSS.

**Tuesday, June 18** .......... Deadline to submit Spring 2025 Class Schedule through Workflow to the Dean’s Office for compliance review and classroom assignment.

Friday, June 28 .......... Deadline for the Dean’s Offices to submit Spring 2025 Class Schedule through Workflow to the Registrar Scheduler.

Friday, July 26 .......... **Edit Phase**
Class Schedule available to Departments in CLSS for final edits.

Monday, Sept 9 .......... Final Review by Dean’s Office.

Monday, Sept 16 .......... Final review by Registrar Scheduler. CLSS LOCKED – NO CHANGES ALLOWED.

Monday, Sept 23 .......... **Publish Phase**
Spring 2025 Class Schedule available to view in MyBLUE. Workflow generated for each edit.

Wednesday, Oct 23...... Academic Advising Begins.

Monday, Oct 28.......... Early Registration for Spring 2025 for currently enrolled students.
***DATES TO REMEMBER***
Spring 2025  January 2nd – May 16th

January 2 - 17. ............ Three Week Session (begins on Thursday)
January 15 ............ Grading Opens for Three Week Session
January 20. ............ Martin Luther King Jr. Day – classes dismissed - UNK Offices closed
January 21 ............ Regular Academic Session Begins (Tuesday)
January 21 ............ Grading Closes for Three Week Session 3:00 PM
March 14 ............ End of first 8-weeks
March 16 - 23. ............ Spring Break - Classes dismissed Monday-Friday
March 24 ............ Classes reconvene/Monday 7:00 AM
April 18 ............ Last Day to Withdraw from a full semester class with a “W”
May 12 - 15 ............ Finals Week (Class times rescheduled)
May 15 ............ Spring Semester ends/Thursday 9:30 PM
May 16 ............ Spring Commencement/Friday 10:00 AM

**CLASS TIMES**

Remember: A full-semester 3 credit hour class must be in session 150 minutes/week during the semester and a 15-minute class break is customary each 50-75 minutes of class time. Class periods for other credit hours should be prorated.

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