

Fall 2025 Class Schedule	Build Phase Oct 16-Nov 13	Edit Phase Jan 21-Feb 7	Publish Phase Feb 24-Dec 18	Additional Information
Schedulers can ...				
Add New Sections	Yes	Yes	Yes	
Delete Sections	Yes	Yes	Stop Further Enrollment	Cancel the section by changing status to Stop Further Enrollment
Change Session (Regular/Mini)	Yes	Yes	Session cannot change once published - Add new section	Meeting Dates must be entered for Mini Session
Change Topic	Yes	Yes	Topic cannot change once students enroll	Stop Further Enrollment & Create New Section
Change Credit Hours	Yes	Yes	Credit hours cannot change once schedule is published	Stop Further Enrollment & Create New Section
Change Instructional Method (In Person/Web based)	Yes	Yes	Instructional Method cannot change	Stop Further Enrollment & Create New Section
Cancel Section (Active>Stop Further Enrollment)	Delete Section	Delete Section	Yes	
Add or Remove Department Consent	Yes	Yes	Yes	
Change Schedule Print (Yes or No)	Yes	Yes	Yes	
Combine With Another Section	Yes	Yes	Yes	
Link Lab Sections to Lecture	Yes	Yes	Contact Registrar Scheduler	
Instructor Change or Add Secondary/Teaching Assistant	Yes	Yes	Yes	Section must have a Primary Instructor with Post
Room Change	Yes	Yes	Yes	Check with the Dean's Office for classroom availability
Change Time/Meeting Pattern/Dates	Yes	Yes	Yes	Highly Discouraged after registration. Enrolled students must be contacted by Department.
Change Enrollment Capacity	Yes	Yes	Yes	
Requirement Designations (TSLC, ECO, ONLN)	Yes	Yes	Contact Registrar Scheduler	
Open Nebraska Designation (NCM, LCM)	Yes	Yes	Yes	Select OER designation under Section Attributes in CLSS then select class note