DATE: October 19, 2023

TO: Department Chairpersons & CLSS Schedulers

FROM: Lisa Neal, Registrar

RE: Fall 2024 Class Schedule

The Fall 2024 class schedule is available and ready to be built in CLSS. Please use the following URL https://nextcatalog.unk.edu/wen to log in to CLSS using your UNK username and password. The timeline for schedule production is listed below followed by Dates to Remember.

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

❖ Select Mini Session and include the specific dates for sections meeting less than the full semester. See “Assigning Dates for Sections in CLSS” for instructions.

❖ To schedule a LOPR 126 section, click on General Studies First Year Seminar on the Scheduling Units (Departments) page in CLSS. Please do not Validate and submit to Workflow.

❖ To designate Open Nebraska Resources (OER), leave a note in the Comments Box with the correct code:
  o NCM – No Cost Materials
  o LCM – Low-Cost Materials
  o RCM – Reduced Cost Materials

❖ Please use the Comments Box to provide information such as Thompson Scholar Learning Community or other designated Learning Community classes.

❖ To designate a Dual Enrollment section, select HS as the Instructional Method and the corresponding school under Room (i.e., DE-KHS).

❖ Be sure to schedule face-to-face meetings for Blended classes. See “Creating Blended Sections in CLSS” for instructions.

❖ Please date and initial all notes added to the Comments Box.
FALL 2024 CLASS SCHEDULE PRODUCTION DATES

Thursday, October 19 ........ **Build Phase** – Class Schedule for Fall 2024 (rolled from Fall 2023) is available to be built in CLSS.

Wednesday, November 15 … Deadline to submit Fall 2024 Class Schedule through Workflow to the Dean’s Office for compliance review and classroom assignments.

Wednesday, December 6 … Deadline for the Dean’s Offices to submit Fall 2024 Class Schedule through Workflow to the Registrar Scheduler.

Monday, January 22 .......... **Edit Phase** - Class Schedule available to Departments in CLSS for final editing.

Friday, February 9 ........ Compliance review and classroom assignments by Dean’s Offices.

Friday, February 16 .......... Schedule is locked down for Final 2024 Class Schedule review by Registrar Scheduler.

Monday, February 26 .......... **Publish Phase** - Fall 2024 Class Schedule available to view in MyBLUE. Workflow generated for each edit.


April 1-24 ..................... Early Registration for Fall 2024 for currently enrolled students.
FALL 2024 DATES TO REMEMBER

August 26 – December 19, 2024

August 26................. All classes convene/Monday 7:00 am
September 2 .............. Labor Day break – classes dismissed
September 3 .............. Classes reconvene/Tuesday 7:00 am
October 21-22 .......... Fall Break – classes dismissed Monday & Tuesday
November 15 .......... Last Day to withdraw from a full semester class with a “W”
November 27-29 ....... Thanksgiving break – classes dismissed Tuesday 9:30 pm
December 2 .............. Classes reconvene/Monday 7:00 am
December 16-20....... Finals Week (Class times rescheduled)
December 19............. Fall Semester ends/Thursday 9:30 pm
December 20............. Winter Commencement/Friday 10:00 am

CLASS TIMES

Reminder: 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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