

DATE: September 25, 2024
TO: Department Chairpersons & CLSS Schedulers
FROM: Lisa Neal, Registrar
RE: Summer 2025 Class Schedule

The Summer 2025 class schedule is now available and ready to be built 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.

SUMMER 2025 **CLASS SCHEDULE PRODUCTION DATES**

- Wednesday, September 25. **Build Phase** - Class Schedule for Summer 2025 (rolled from Summer 2024) is available to be built in CLSS.
- Wednesday, October 16..... Deadline to submit Summer 2025 Class Schedule through Workflow to the Dean’s Office for compliance review and classroom assignments.
- Wednesday, November 6 Deadline for the Dean’s Offices to submit Summer 2025 Class Schedule through Workflow to the Registrar Scheduler.
- Friday, December 6..... **Edit Phase** – Summer 2025 Class schedule is available to Departments for final editing.
- Tuesday, January 14Compliance review and classroom assignments by Dean’s Offices.
- Friday, January 17 Final Review by Registrar Scheduler. The Summer 2025 Class Schedule will be LOCKED in CLSS – NO CHANGES ALLOWED.
- Monday, January 27 **Publish Phase** - Summer 2025 Class Schedule available to view in MyBLUE and the UNK website. Workflow will be generated for each new edit.
- March 31-April 20 Early registration for Summer 2025 for currently enrolled students.

SUMMER 2025 May 19th - August 8th

START DATES FOR CLASSES - May 19, June 2, June 16, June 30, July 14, & July 28

May							June							July							August						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	X	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
																					31						

DATES TO REMEMBER

- May 19 Classes begin
- May 26 Memorial Day – classes dismissed – UNK Offices closed
- May 27 Classes reconvene
- July 4 Independence Day Observed – classes dismissed – UNK Offices closed
- July 5 Classes reconvene
- August 8 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 Summer Dates 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.

Credit Hours of Class

5
4
3
2
1

MINIMUM Meeting Times

5 days/week for 5 weeks OR 4 days/week for 6 weeks
 5 days/week for 4 weeks OR 4 days/week for 5 weeks
 5 days/week for 3 weeks OR 4 days/week for 4 weeks
 5 days/week for 2 weeks OR 4 days/week for 3 weeks
 3 days

CLASS MEETING DATES

4 Week Classes

May 19 – June 13
 June 2 - June 27
 June 16 – July 11
 June 30 – July 25
 July 14 – August 8

8 Week Classes

May 19 – July 11
 June 2 – July 25
 June 16 – August 8

HOLIDAY MAKE UP SCHEDULE

Classes Meeting:	Make Up Days for Memorial Day	Make Up Days for Independence Day
4 days/wk.	Fridays: May 23 or May 30	Fridays: June 28 or July 11
5 days/wk.	Saturdays: May 24 or May 31	Saturdays: June 28 or July 5

<p>Exceptions to these dates may be permitted with approval of the Senior Vice Chancellor of Academic Affairs.</p>
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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 11 – June 17 (for classes concluding June 13)

Grading Period July 9 – July 15 (for classes concluding July 11)

Grading Period August 6 - August 12 (for classes concluding August 8)

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.