

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> 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 9<sup>th</sup>

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

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

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

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

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

### 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.

#### 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 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

Classes Meeting:	Make Up Days for Memorial Day	Make Up Days for Independence Day
4 days/wk.	Fridays: May 24 or May 31	Fridays: June 28 or July 5
5 days/wk.	Saturdays: May 25 or June 1	Saturdays: June 29 or July 6

Exceptions to these dates may be permitted with approval of the Senior Vice Chancellor of Academic Affairs.

## 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.**