

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:
  - NCM – No Cost Materials
  - LCM – Low-Cost Materials
  - 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.

Monday, March 25 .....Academic Advising Begins.

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.

<b>M – W – F</b>		<b>- T- T -</b>	
<u>BEG</u>	<u>END</u>	<u>BEG</u>	<u>END</u>
8:00AM	8:50AM	8:00AM	9:15AM
9:05AM	9:55AM	9:30AM	10:45AM
10:10AM	11:00AM	11:00AM	12:15PM
11:15AM	12:05PM	12:30PM	1:45PM
12:20PM	1:10PM	2:00PM	3:15PM
1:25PM	2:15PM	3:30PM	4:45PM
2:30PM	3:20PM	6:30PM	9:20PM
3:35PM	4:25PM		
6:30PM	9:20PM		