

To Department Chairs, Program Coordinators, and Administrative Assistants  
From Suzanne Hill, Assistant Director for Curriculum Management  
Date August 1, 2024  
Re Building the Mini/Spring 2025 Class Schedules

Instructions for completing the Minimester, Spring & Summer 2025 class schedules are available at the [Class Schedule Building page](#). You can begin working on your Minimester, Spring, and Summer 2024 schedules starting Monday, August 5, 2024, using the CLSS scheduling system. You can use the CLSS Framer to roll individual class sections; my office will follow up by email with a reminder of how this works. The deadline for validating your schedule for Minimester 2025 is Monday, September 9; for Spring 2025 the deadline is Wednesday, September 18; and for Summer 2025 is Monday, October 7, 2024.