During each phase, department coordinators will have access to build the class schedule in CMS.

Between each phase, for quality assurance purposes, access is ‘locked’. Urgent changes are to be submitted to the Scheduling Office.

Once the schedule goes live and is viewable to students, changes must be submitted to the Scheduling Office for processing.

### BUILD PHASE

**Purpose:** Build the class schedule.

The majority of changes are to be made during this phase.

(Add / remove sections, meeting times, rooms, topic numbers, section numbers, combine sections, etc.)

- Colleges have “first rights” to general-use classrooms that are initially allocated to the Colleges.
- Departments own non-general use rooms and lab rooms.
- **Take advantage of this time to schedule rooms according to your College’s preferences. House as many sections as possible!**
- Curriculum changes (new courses, topics, requisites) must be approved in Curriculog by the Catalog Edit Deadline.

Contact Dean’s Office for department room assignments.

Contact Scheduling Office for Irvine rooms or Large (70+ cap) rooms. Contact UEE Office for Garden Grove Center rooms.

### EDIT PHASE

**Purpose:** House any class sections without rooms.

Review & edit the schedule before “Go Live”.

Any unused general-use classrooms revert to the general pool for unhoused classes.

- **General-use rooms are reserved through the Scheduling Office.**
- The priority will be to maximize room capacity by enroll capacity.
- Due to limited room availability, sections may need to use alternative days / times.
- We cannot guarantee that your Department’s sections will be housed in proximity to your campus building.

### FINAL EDIT PHASE

**Timeframe:** 5-day turnaround

**Purpose:** Last chance to review & edit the schedule before “Go Live”

*Room assignments reserved through the Scheduling Office.*

### GO LIVE

Changes to the class schedule must be submitted to the Scheduling Office using an **approved Schedule Change Form with Dean & Department Chair signatures.** (see QRC: Schedule Changes)