



Memorandum

Office of the Registrar
Curriculum Management

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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.

After this time, if you have not scheduled classes into a room where your department has priority, the room will be used for classes without a room pre-assignment.

Classes must meet for a minimum number of minutes depending on component and number of units (e.g., 3-unit lecture courses meet for 2250 minutes including exams). Please verify that your classes are meeting for enough minutes. CLSS will stop you from adding a class that does not meet for enough minutes. There is a document at the [Class Schedule Building page](#) with guidance on this.

Prior to submission, double-check whether you are offering a class **not** adhering to the Course Schedule Matrix. If you are, please send us a justification why it is off matrix. To refer to the Course Schedule Matrix, use this link on the [Class Schedule Building page](#). Also please verify that at least 20% of undergraduate course offerings are held during non-peak periods. Schedules will be reviewed for adherence to the non-peak policy, and if they are not in 20% compliance we will contact you for correction. The peak & non-peak information can also be found on the Course Schedule Matrix.

Please note: Departments should determine for each class when and where the final exam will be held, in order to determine possible room conflicts early on.

Regarding free or low-cost course materials: It is clear that the cost of course materials can be a barrier for students. Consistent with Maryland's Textbook Transparency Act of 2020, faculty are encouraged to consider offering low- (under \$50 total) or no-cost (\$0) course materials for their classes. If you are interested in doing so, you may designate your course section for student viewing of it as a low- or no-cost section. To do so, in CLSS, please write "FREE" or "LOW" in the Comment field for any class for which the instructor has let you know they will be using free or low-cost materials, and we will add this wording to the Class Schedule. If interested in learning more about support for no- and low-cost course material development, please email FACET@towson.edu.

Official Proofing is tentatively set for September 11 for Minimester 2025, for October 3 & 4 for Spring 2025, and for October 28 & 29 for Summer 2025. You will receive a message with instructions for Official Proofing; please wait for this email before proofing. Mini 2025 registration begins October 14. Spring 2025 registration begins November 11. Summer 2025 registration begins March 10, 2025. If you have any questions, feel free to call.

Thank you.