

Memorandum

Office of the Registrar
Curriculum Management

Towson University
8000 York Road
Towson, MD 21252

t. 410 704-4347
f. 410 704-2006

To Department Chairs, Program Coordinators, and Administrative Assistants
From Suzanne Hill, Assistant Director for Curriculum Management
Date July 31, 2025
Re Building the Mini/Spring 2026 Class Schedules

Instructions for completing the Minimester, Spring & Summer 2026 class schedules are available at the [Class Schedule Building page](#). You can begin working on your Minimester, Spring, and Summer 2026 schedules starting Friday, August 1, 2025, 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 2026 is Monday, September 8; for Spring 2026 the deadline is Wednesday, September 17; and for Summer 2026 is Monday, October 6, 2025.

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.

For a class that has Free or Low Cost Course Materials: moving forward please select the “FREE” or “LOW” attribute under “Section Attributes” in CLSS (instead of adding a Comment).

Note: Departments will have the ability to add Reserve Cap in CLSS. More information about this will be coming out in the next few months as we find out more.

Official Proofing is tentatively set for September 10 for Minimester 2026, October 3 & 6 for Spring 2026, and October 27 & 28 for Summer 2026. You will receive a message with instructions for Official Proofing; please wait for this email before proofing. Mini 2026 registration begins October 13. Spring 2026 registration begins November 10. Summer 2026 registration begins March 9, 2026. If you have any questions, feel free to call. Thank you.