

SCHEDULE OF COURSES GENERAL INSTRUCTIONS FOR SUMMER and FALL 2025

CLSS/Schedule Building Training

All current and new schedule builders are required to attend CLSS/schedule building training. Register for trainings via the *myTraining* link on the Faculty/Staff tab in *myWSU*.

The Summer and Fall 2025 Part-of-Term templates are available at www.wichita.edu/clss. The short Pre-session should be used for workshops or courses emphasizing skills development rather than lecture and heavy reading.

SUMMER TERM: Please see the Part-of-Term sheet for additional options.

P - Pre-session (9 days)..... May 19 – May 30
1 - Full term (8 week) June 2 - July 25
810 First 4-week June 2 - June 27
820 Second 4-week June 30 - July 25

Classes in the main parts of term should be scheduled as follows:

Pre-session (9 days)

1 credit hour - 1 hour and 20 minutes daily - no break included
2 credit hours - 3 hours daily - includes one 15-minute break
3 credit hours - 4 hours and 30 minutes daily - includes two 10-minute breaks

Four-week

2 credit hours - 1 hour and 15 minutes daily - no break included
Meeting Times: 7:30-8:45 9:50-11:05 12:10-1:25 2:30-3:45

3 credit hours - 2 hours daily - includes 10-minute break
Meeting Times: 7:30-9:30 9:50-11:50; 12:10-2:10

Eight-week

1 credit hour - 50 minutes, 2 days per week
2 credit hours - 50 minutes, MTWR (4 days per week)

3 credit hours - 1 hour daily
4 credit hours - 1 hour and 20 minutes daily – no break included
5 credit hours - 1 hour and 50 minutes daily - includes 10-minute break
3/4/5 hour class meeting start times: 7:30, 8:40, 9:50, 11:00, 12:10, 1:20, 2:30

Evening (8-week)

2 credit hours - 7:00-9:00 p.m., either MW or TR
3 credit hours - 7:00-9:40 p.m., either MW or TR - includes 10-minute break

FALL TERM: Please see the Part-of-Term sheet for additional options.

P - Pre-session.....August 4 - August 16
1 - Full term (16 week)August 18 - December 4
F10 - First 8-week (37 days).....August 18 - October 8
S10 - Second 8-week (36 days).....October 9 - December 4

Classes in the FALL main parts of term should be scheduled as follows:

Pre-session

- 1 credit hour - 1 hour and 20 minutes daily - no break included
- 2 credit hours -... 2 hours 40 minutes daily - includes one 10-minute break
- 3 credit hours -... 4 hours and 5 minutes daily - includes two 10-minute breaks

Eight-week (examples)

- 1 credit hour - 15 one-hour meetings OR 8 two-hour meetings
- 2 credit hours - 30 one-hour meetings OR 15 two-hour meetings
- 3 credit hours - One hour daily

16-week Semester

Classes must begin at approved meeting pattern start times; these have been set to minimize overlap and conflict for students and instructors. See chart below.

Meeting days MWF (or any 3, 4 or 5 days per week) 50-minute classes will start on the half-hour, with the first period beginning at 7:30 a.m. There are 10 minutes between these classes.

Meeting days MW or TR 75-minute classes will start at 8:00 a.m. There are 15 minutes between these classes.

	MWF	MW or TR	Evening
Morning	7:30-8:20	8:00-9:15	3 credit hours 1 evening per week 7:05-9:45
	8:30-9:20	9:30-10:45	
	9:30-10:20	11:00-12:15	
	10:30-11:20		
	11:30-12:20		
Afternoon	12:30-1:20	12:30-1:45	3 credit hours 2 evenings per week 5:35-6:50 or 7:05-8:20
	1:30-2:20	2:00-3:15	
	2:30-3:20		
Late Afternoon	3:30-4:20	3:30-4:45	
	4:30-5:20		

Departments are responsible to ensure that the minimum required instructional time is achieved - through any combination of in-person and online engagement - for the credit hours being offered. Break time does not count as instructional time. **Please see policy 4.08 on the definition of a credit hour.**

CourseLeaf CLSS

Summer and fall 2025 are the first terms to utilize the CLSS software for schedule-building. CLSS user guides are available on the schedule building website. There are no rolled CRNs for

Instructional Method

~~See the Catalog for details on the following instructional methods: (C) Computer, (D) Distance, (E) Electronic, (F) Field, (G) Guest, (H) Hybrid, (I) Independent, (J) Joint, (K) Lab, (L) Lecture, (M) Media, (N) Non-Credit, (O) Online, (P) Practicum, (Q) Project, (R) Recitation, (S) Seminar, (T) Text, (U) Unlabeled, (V) Video, (W) Web, (X) Writing, (Y) Other, (Z) Unknown~~

Zero-Credit Labs

Any lecture that has a lab time included should be created as a single CRN. If there are different day/time/room for the lab portion, a second meeting pattern can be added within the CRN.

Lecture and lab courses that have separate course numbers (e.g., CHEM 111 and CHEM 111L) must be created as CRNs. Zero credit labs are *not graded*; be sure No Grade is selected as grade mode.

Meeting Times/Patterns

Graduate Faculty Status

An instructor of any course numbered 500+ (and not flagged as “For UG credit only”) **must have current Graduate Faculty status**. Please see the information regarding this status on the WSU Graduate School website (see Faculty Resources in the Section Menu).

Schedule Submission

Original schedules are validated and then submitted together as a unit. When doing so, various errors, warnings or workflow notifications will display. Errors must be corrected before the submitting with “Start Workflow.”