Spring 2017 Planning Memo

Term Dates: Jan. 17 – May 5, 2017 (2171)
(See also Spring 2017 Schedule of Classes Timeline)

Monday, April 18 @ 8 a.m.: Update access for Spring 2017 begins.
Email distribution of planning materials, to include:
1. Spring 2017 Timeline
2. Spring 2017 Planning Memo (based on timeline)
3. Spring 2017 Large Room Usage Report (based on data from previous spring term)
4. Step-by-Step Instructions
5. Centrally Controlled Classroom List
6. Large and Specific Room Request Forms

The above materials are available on our website under Spring 2017: www.colorado.edu/registrar/faculty-staff/scheduling/class-scheduling.
7. 1st printout of Spring 2017 classes that were rolled from Spring 2016

Friday, June 24 @ 4:30 p.m.: Large and specific room requests due.
Large and Specific Room Request Forms can be found on our website: www.colorado.edu/registrar/faculty-staff/scheduling/room-requests.

Large room requests should be carefully considered and requested after consulting the Large Room Usage Report, as well as reviewing the Standard Meeting Patterns and the Procedures for Submitting Large Room Request tabs of the Large Room Request Form.

Specific room requests should be limited to specific issues, such as the instructor having back-to-back classes, an instructor’s physical or medical limitation, proximity to other rooms in that building, and features unique to that classroom only, such as wet labs or proximity to specimens. All requests for specific classrooms MUST be approved by your chair or associate chair and your dean.

- Send the Large and Specific Room Requests Form as an attachment to academicscheduling@colorado.edu.
- Any large or specific room assignments viewed in Campus Solutions (CS) are subject to change until departments are notified that the assignments have been finalized.

Friday, July 8 @ 8 a.m.: 2nd printout with classroom space assignments emailed.
The classrooms assignments appear on the Meetings tab. After assignments are posted in CS, if you need to make any changes, such as switching rooms between two courses, you must email academicscheduling@colorado.edu to ensure the rooms are retained.
Friday, Sept. 2 @ 11:50 p.m.: Update access for Spring 2017 ends.

Among other details, particular items to note:

1. Combined classes should be built: Curriculum Management > Combined Sections > Schedule New Course > Combined Sections Table. The enrollment limit in the table should reflect the combined section enrollment limit to ensure assignment of an adequate-sized classroom.

2. All classes requesting a centrally-scheduled classroom should have a standard meeting pattern entered at Curriculum Management > Schedule of Classes > Schedule New Course > Meetings Tab > Meeting Pattern.

3. If your department is offering a class that does NOT require a centrally-scheduled room, the Facility ID box should be filled in with a non-centrally controlled room or with “BSEEDEPT”: Curriculum Management > Schedule of Classes > Schedule New Course > Meetings Tab > Meeting Pattern > Facility ID.

4. If your department is offering a class that is at a non-standard meeting time, the Facility ID box should be filled in with a non-centrally controlled room or with “BSEEDEPT”: Curriculum Management > Schedule of Classes > Schedule New Course > Meetings Tab > Meeting Pattern > Facility.

5. Requested Room Capacity should be correct (Curriculum Management > Schedule of Classes > Schedule New Course > Enrollment Cntrl > Requested Room Capacity field), so that Schedule 25 can assign a classroom large enough to accommodate expected demand. You cannot enroll over the official room capacity, so please plan accordingly.

6. All credit hours should be fixed, if necessary (Curriculum Management > Schedule of Classes > Adjust Class Associations > Class Associations tab).

7. All Class Components should be adjusted, if necessary (Curriculum Management > Schedule of Classes > Adjust Class Associations > Class Components tab).

8. Associated Class Numbers should be checked to ensure that they are correct, i.e., a new number for each section of the class or that multi-component classes have the same Associated Class Number (Curriculum Management > Schedule of Classes > Update Sections of a Class > Class Status field).

Sept. 6–28: Schedule 25 rooming process occurs.

- During this period, no changes for Spring 2017 can be made in CS.

Thursday, Sept. 29 @ 8 a.m.: 3rd printout of classroom space assignments emailed.

- Email distribution of all classroom space assignments. Check room assignments very carefully; all available classrooms have been assigned. Be prepared to change meeting times to when classrooms are available.
- Email notification of classes that were not assigned classroom space.

Sept. 29–Oct. 7: Spring 2017 schedule review.

During this period, all schedule changes should be sent directly to academicscheduling@colorado.edu.

- Previous to this date, please do not send CTUFs to our office or to your dean’s office to be held.
- The CS shopping cart is not viewable; therefore, it is not required that classes be canceled and new sections created, D2L does not need to be notified of changes, and changes made in CS do not need to be tracked.

Monday, Oct. 10 @ 8 a.m. forward: CTUFs required.

- The CS shopping cart is viewable; therefore, classes may need to be canceled and new sections created, D2L is notified of changes, and changes made in CS need to be tracked.