Summer 2017 Planning Memo
Term Dates: May 15 – Aug. 24, 2017 (2174)

See also the Summer 2017 Schedule of Classes Timeline.

Tuesday, Sept. 6 @ 8:00 a.m.: Update access for Summer 2017 begins.

Email distribution of planning materials, to include:
1. Summer 2017 Schedule of Classes Timeline
2. Summer 2017 Planning Memo (based on timeline)
3. Summer 2017 Summer Term Credit Hour Guidelines
4. Summer 2017 Terms, Dates & Section Numbers
5. PDF of Summer 2017 classes that were rolled from Summer 2016 (not available online)
6. Summer Study Abroad Instructions (not available online)
7. Large Room Request Form
8. Specific Room Request Form

Friday, Sept. 23, @ 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)

Specific room requests should be limited to specific issues, such as 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 Large and Specific Room Request Forms as attachments to academicscheduling@colorado.edu.
- Any large or specific room assignments that are viewed in Campus Solutions (CS) are subject to change until departments are notified that the assignments have been finalized.

Friday, Oct. 21 @ 11:59 p.m.: Update access for Summer 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 summer 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: 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 for summer, 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.

NOTE: Term A at 9:15 a.m. is the most tightly scheduled time block, with Term B at 9:15 a.m. following in popularity. Be advised, there may not be enough classrooms to meet the demand at these times.

**Monday, Oct. 24 – Thursday, Nov. 3: Schedule 25 rooming process occurs.**

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

**Friday, Nov. 4 @ 8:00 a.m.: Email printout of classroom space assignments & notification of classes that may not have been assigned classroom space.**

- 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 may not have been assigned classroom space.

**Friday, Nov. 4 – Monday, Nov. 14: Summer 2017 schedule changes do not require a CTUF.**

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

- Please do not send CTUFs to our office or to your dean’s office to be held until Nov. 15.
- The CS shopping cart is not viewable. 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.

**Tuesday, Nov. 15 @ 8:00 a.m.: Summer 2017 schedule changes require a CTUF.**

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