TO: Schedule of Courses Coordinators

FROM: Debbie Otterstrom & Trina Hicks, Academic Scheduling Co-Coordinators

SUBJECT: SPRING 2014 Planning Calendar Based on Timeline

DATE: April 22, 2014

TERM = 2141

MONDAY, APRIL 22, 2013 ELECTRONIC DISTRIBUTION OF PACKET MATERIALS

Course planning materials available on our website:
- Spring 2014 Timeline
- Spring 2014 Planning Calendar Based on Timeline
- Centrally-Controlled Classroom List
- Large Room Usage Report (shows data from previous Spring term)
- (Various Forms, as explained)

1ST printout PDF emailed, along with follow-up memo. All changes may be entered into ***ISIS*** by individual departments at this point. Update access ends at 11:59pm on Friday, September 6, 2013.

Most courses meeting four or five days a week have already been assigned rooms. Please refer to your department printout for classroom assignments.

FRIDAY, June 28 BOTH LARGE / SPECIFIC ROOM REQUESTS DUE, by 4:30pm. Large and Specific-Room Request Forms can be found on our website. Please see also the Large-Room Request Instructions Memo and the Large-Room Usage Report for directions.

Specific-Room Requests should be limited to specific issues such as the instructor having back-to-back classes, physical or medical impairment, or needing equipment particular to a room, 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.*

Requests for rooms with seminar rooms (room characteristic # 76) and table arm chairs (room characteristic # 43) should be done through the following navigation: Curriculum Management > Schedule of Classes > Schedule New Course > Meetings Tab. These needs should **NOT** be included on the Specific-Room Request Form.

FRIDAY, July 12 PRINTOUT WITH LARGE AND SPECIFIC ROOM assignments, PDF emailed on this date. The classrooms will also appear on the Meetings Tab (above navigation). Assignments for Arts and Sciences are tentative, and may be changed if requested by the dean's office. You will be notified of any changes. If you need to make any changes, such as switching rooms between two courses, you must call Academic Scheduling at 2-4570 or 2-8669 to ensure the rooms are retained.

<u>FRIDAY, SEPTEMBER 6</u> ****Update access ends for term 2141 at 11:59pm **

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

All courses requesting a centrally-scheduled classroom should have a meeting pattern entered on Curriculum Management > Schedule of Classes > Schedule New Course > Meetings Tab by midnight September 6. If your department is offering a course that does NOT require a centrally- scheduled room, the Facility ID box should be filled in by with a non-centrally controlled room this point.

Please correct enrollment limits on your courses so that Schedule 25 will assign rooms large enough to accommodate expected demand. You cannot enroll over the official room capacity, so please plan accordingly.

<u>SEPTEMBER 9 – SEPTEMBER 30</u> Processing for rooming classes (standard time, labs, rec, etc.), clean-up, re-assignments, etc.

<u>TUESDAY, October 1</u> 3RD printout with all classroom assignments PDF e-mailed; check room assignments very carefully, all available classrooms have been assigned. Be prepared to change meeting times to when classrooms are available. If your courses are not assigned a room you may have difficulty in obtaining a centrally-controlled classroom unless you schedule an alternate time at this point. Call us at 2-4570 or 2-8669 for room availability.

<u>OCTOBER 1 – OCTOBER 11</u> Changes to the Spring 2014 schedule of classes will not require a CTUF.

<u>OCTOBER 14</u> Changes to the Spring 2014 schedule of classes will require a CTUF.

<u>Tentative Date: October 14</u> Schedule for view in shopping cart for students.