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# SUMMER 2016 PLANNING MEMO (Based on Timeline)

**Term Dates: May 9 – August 18, 2016 (2164)**

**MONDAY, SEPTEMBER 7 @ 8:00 a.m. Update access for Summer 2016 begins.**

E-mail distribution of planning materials to include:

1. SUMMER 2016 Timeline
2. SUMMER 2016 Planning Memo (Based on Timeline)
3. SUMMER 2016 Summer Term Credit Hour Guidelines
4. SUMMER 2016 Term Dates & Section #'s

The above materials are all available on our website under Summer 2016:
http://www.colorado.edu/registrar/registration-grades/classroom-scheduling/schedule-classroom

5. PDF of Summer 2016 classes that were rolled from Summer of 2015
6. Summer Study Abroad Instructions
7. Large/Specific Room Request Forms

**FRIDAY, SEPTEMBER 25, @ 4:30 p.m. Large and Specific Room Requests are due.**

Large and Specific Room Request Forms can be found on our website (http://www.colorado.edu/registrar/registration-grades/classroom-scheduling/schedule-classroom)

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.*

- The Large and Specific Room Requests Form should be sent 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, OCTOBER 23 @ 11:59 p.m. Update access for Summer 2016 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.

FYI - 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, OCTOBER 26 –NOVEMBER 5. Schedule 25 rooming process occurs.**

During this period, no changes for Summer 2016 can be made in CS.

**FRIDAY, NOVEMBER 6 @ 8:00 a.m. Email printout of classroom space assignments & notification of classes that may not have been assigned classroom space**

- Email distribution of printout with 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, NOVEMBER 6 – WEDNESDAY, NOVEMBER 11. Summer 2016 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 12.
- 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; changes made in CS do not need to be tracked.

**THURSDAY, NOVEMBER 12 @ 8:00 a.m. Summer 2016 schedule changes require a CTUF.**

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