Fall 2018 Planning Memo
Term Dates: Aug. 27 – Dec. 13, 2018 (2187)

See also the Fall 2018 Timeline.

Monday, Oct. 30 @ 8 a.m.: Update access begins for Fall 2018.

Email distribution of planning materials, to include:

1. Fall 2018 Schedule of Classes Timeline
2. Fall 2018 Planning Memo (based on timeline)
3. Fall 2018 Large Room Usage Report (based on data from the previous fall term)
4. Centrally Controlled Classroom List

The above materials are available on our Class & Facility Scheduling webpage (www.colorado.edu/registrar/faculty-staff/scheduling) under Term-Specific Information.

5. Campus Solutions Scheduling Instructions
6. Large Room Request Form
7. Specific Room Request Form
8. First printout of Fall 2018 classes that were rolled from Fall 2017 (not available online)

Friday, Dec. 8 @ 4:30 p.m.: Large and specific room requests due.

Large and Specific Room Request Forms are available on our Class & Facility Scheduling webpage (www.colorado.edu/registrar/faculty-staff/scheduling) under Forms.

- Consider large room requests carefully, and consult the Large Room Usage Report and the procedures and standard meeting patterns tabs on the Large Room Request Form before submitting a request.
- Please limit specific room requests to situations involving an instructor’s physical or medical limitation, proximity to other rooms in that building or features unique to that particular classroom (e.g., wet labs, proximity to specimens). All specific classroom requests MUST be approved by your chair or associate chair and your dean.

Email completed forms as attachments to academicscheduling@colorado.edu.

NOTE: Any large and specific room assignments viewed in Campus Solutions (CS) are subject to change until departments are notified that the assignments have been finalized.

Friday, Jan. 5: Large and specific room assignments distributed.

The second printout of assigned classrooms is emailed and classrooms assignments now appear on the Meetings tab. After assignments are posted in CS, if you need to make any changes (e.g., switching rooms between two classes), you must email academicscheduling@colorado.edu to ensure the rooms are retained.

Friday, Feb. 2 @ 11:59 p.m.: Update access ends for Fall 2018.

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 adequately 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.

4. If your department is offering a class 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).

**Monday, Feb. 5 – Friday, Feb. 23:** Schedule 25 rooming process occurs.

During this period, no changes for Fall 2018 can be made in CS.

**Monday, Feb. 26:** Classroom space assignments distributed.

The third printout of classroom space assignments and notifications of classes that were not assigned classroom space are emailed. Check room assignments very carefully; all available classrooms have been assigned. Be prepared to change meeting times to when classrooms are available.

**Monday, Feb. 26 – Tuesday, Feb. 27:** Access returned to department to make internal changes.

Changes that can be made include classroom swaps, cancellations and assigning non-centrally controlled classrooms.

**Friday, March 2 – Tuesday, March 6:** Fall 2018 schedule review.

During this period, send all schedule changes directly to academicscheduling@colorado.edu. Before this date, do not send CTUFs to our office or to your dean’s office to be held.

The Fall 2018 shopping cart is not available; therefore, you do not need to cancel classes and create new sections, notify D2L of changes or track changes made in CS.

**Wednesday, March 7 @ 8 a.m. forward:** Fall 2018 schedule changes require a signed CTUF.

The Fall 2018 shopping cart is available; therefore, you may need to cancel classes and create new sections, D2L is notified of changes and you must track changes made in CS.