Fall 2020 Planning Memo

(See also Fall 2020 Timeline)

Monday, Oct. 28 @ 8 a.m.: Department update access for Fall 2020 begins.

Email distribution of planning materials, to include:
1. Fall 2020 Timeline
2. Fall 2020 Planning Memo (based on timeline)
3. Fall 2020 Large Room Usage Report (based on data from previous fall term)
4. Centrally Controlled Classroom List

The above materials are available on the Term-Specific Information tab under Fall 2020 on this webpage:
www.colorado.edu/registrar/faculty-staff/scheduling#term_specific_information-490

5. Step-by-Step Instructions
6. Large and Specific Room Request Forms
7. First report of Fall 2020 classes that rolled from Fall 2019

Friday, Dec. 6 @ 5 p.m.: Large and specific room requests due.

Large and specific room request forms are available on our website: www.colorado.edu/registrar/faculty-staff/scheduling#forms-490

Carefully consider large room requests and submit them only after consulting the large room usage report and the large room request form’s tabs for standard meeting patterns and procedures for submitting large room requests.

Specific room requests should be limited to specific issues, such as an instructor’s physical or medical limitation due to a documented condition, or features unique to that classroom, 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 room request forms as an attachment to academicscheduling@colorado.edu.
• Specific room requests will be forwarded from the appropriate dean’s office 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, Dec. 13 @ 8 a.m.: Distance education and SEEC classroom Google sheets distributed.

The distance learning scheduling coordinator distributes Google sheets for distance education and SEEC classroom requests.

If you do not receive a Google sheet and invitation on Dec. 13, send a request to be assigned a Google sheet to academicscheduling@colorado.edu.

Friday, Jan. 3 @ 8 a.m.: Second report of large and specific room assignments distributed.

The classrooms assignments appear on the meetings tab in CS. After assignments are posted in CS, if a change is necessary, such as switching rooms between two classes, please email academicscheduling@colorado.edu to make the update.

Friday, Jan. 10 @ 5 p.m.: Distance education classroom, computer lab and SEEC classroom requests due.

• Submit all distance education and SEEC classroom requests using the department’s Google sheet request form.
• Computer lab request forms are available on our website: www.colorado.edu/registrar/faculty-staff/scheduling#forms-490.
• Send computer lab request forms as an attachment to academicscheduling@colorado.edu.

Distance education, SEEC and computer lab requests will be assigned rooms in CS by 5 p.m. on Jan. 31. After assignments are posted in CS, if a change is necessary, such as switching rooms between two classes, please email academicscheduling@colorado.edu to make the update.

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Friday, Jan. 31 @ 11:59 p.m.: Update access for Fall 2020 ends.

These items should be completed or checked before update access ends:

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 > Maintain Schedule of Classes or Schedule New Course > Meetings Tab > Meeting Pattern.

3. If a class does not require a centrally scheduled room, the Facility ID box should be filled in with a non-centrally controlled room or “See Department”: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes or Schedule New Course > Meetings Tab > Meeting Pattern > Facility ID.

4. If a class is being offered at a non-standard meeting time, the Facility ID box should be filled in with a non-centrally controlled room: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes or Schedule New Course > Meetings Tab > Meeting Pattern > Facility ID.

5. Requested Room Capacity should be correct (Curriculum Management > Schedule of Classes > Maintain Schedule of Classes or Schedule New Course > Enrollment Cntrl > Requested Room Capacity field) so that Schedule25 can assign a classroom large enough to accommodate expected demand. Classes cannot enroll over the official room capacity.

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 checked and unneeded components should be removed, if necessary (Curriculum Management > Schedule of Classes > Adjust Class Associations > Class Components tab).

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

Feb. 3–21: Schedule25 batch rooming process occurs.

During this period, no changes for Fall 2020 can be made in CS.

Monday, Feb. 24 @ 8 a.m.: Third report of classroom space assignments distributed.

- Email distribution of all classroom space assignments.
- Email notification of classes that were not assigned a centrally controlled classroom.

Feb. 24 & 25 @ 8 a.m.: Update access returned to departments to make class changes.

Departments have access to swap classrooms, cancel classes, assign non-centrally controlled classrooms, etc. New classes without classroom assignments should not be added at this time.

Feb. 28 – March 3 @ 8 a.m.: Fall 2020 schedule review.

During this period, send all schedule changes to academicscheduling@colorado.edu.

- A list of available classrooms is distributed. For unroomed classes, be prepared to change meeting times to when classrooms are available.
- CTUFs are not necessary or accepted prior to March 4. Submit changes via email to academicscheduling@colorado.edu.
- The Fall 2020 schedule of classes is not available, so classes do not need to be canceled and new sections created, Canvas administrators do not need to be notified of changes, and changes made in CS do not need to be tracked.

Monday, March 4 @ 8 a.m. forward: CTUFs required & limited access returned to departments.

Departments have access to change enrollment limits, add or change class notes, and add or change instructors. The Fall 2020 schedule of classes is available, so classes may need to be canceled and new sections created, Canvas administrators are notified of changes, and changes made in CS must be tracked.