Fall 2022 Planning Memo

Term Dates: Aug. 22–Dec. 8, 2022 (2227)

**Monday, Nov. 8, 2021:** Department update access begins for Fall 2022.

Distribution of planning materials, to include links to:

1. Fall 2022 timeline
2. Fall 2022 planning memo (based on timeline)
3. Step-by-step instructions
4. Large and specific room request forms
5. First report of Fall 2022 classes that were rolled from Fall 2021
6. New standard meeting pattern grid

**Monday, Dec. 6:** Distance education & SEEC classroom request sheets distributed.

- Request sheets for distance education classrooms and SEEC classrooms are distributed by the Distance Learning Scheduling Coordinator.
- If you do not receive a request sheet and invitation from the Distance Learning Scheduling Coordinator on Dec. 6, send a request to academicscheduling@colorado.edu.

**Wednesday, Dec. 15 @ 5 p.m.:** Large & specific room requests due.

Large and specific room request forms are available on our scheduling webpage under “Policies, Forms & Resources.”

Specific room requests should be limited to specific issues, such as an instructor’s physical or medical need 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, Jan. 7, 2022:** Large & specific room assignments distributed.

A report of classes with large and specific classroom assignments is distributed to departments.

**Friday, Jan. 14 @ 5 p.m.:** Distance education classroom, computer lab & SEEC classroom requests due.

- Submit all distance education and SEEC classroom requests using your department’s request form.
- Email computer lab requests to academicscheduling@colorado.edu.

**Wednesday, Jan. 26 @ 11:59 p.m.:** Update access ends for Fall 2022.

Among other details, particular items to note:

1. 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.
2. 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 “BSEEDEPT”: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes or Schedule New Course > Meetings Tab > Meeting Pattern > Facility ID.

3. Classes scheduled in department prioritized rooms should be scheduled using standard meeting patterns.

4. Classes meeting together should be correctly combined: Curriculum Management > Combined Sections > Combined Sections Table. The enrollment limit in the table should reflect the combined section enrollment limit to ensure assignment of an adequately sized classroom.

5. Requested room capacity should be correct so that Schedule 25 can assign a classroom large enough to accommodate expected demand: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes or Schedule New Course > Enrollment Cntrl > Requested Room Capacity field. 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 removed, if necessary: Curriculum Management > Schedule of Classes > Adjust Class Associations > Class Components tab.

8. Associated class numbers should be checked to ensure they’re correct (e.g., that there’s 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.

9. Special topics classes should have their correct topic title listed: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Basic Data tab > Course Topic ID field.

10. Class notes should be reviewed and corrected.

**Thursday, Jan. 27–Tuesday, Feb. 22:** Schedule 25 batch rooming process occurs.

During this period, no changes for Fall 2022 can be made in CS.

**Wednesday, Feb. 23 @ 8 a.m.: Report of classroom space assignments distributed.**

- All classroom space assignments are distributed by email.
- If classes were requested at times when rooms were not available, Academic Scheduling attempted to find an alternate available day/time and place the class at the new time.
- A list of available rooms/times will not be distributed to departments.

**Wednesday, Feb. 23–Friday, Feb. 25:** Update access returned to departments to make class changes.

Changes that can be made include classroom swaps, cancellations, assigning non-centrally controlled classrooms and adding instructor information to class sections. New classes without classroom assignments should not be added at this time.

**Monday, Feb. 28–Tuesday, March 1:** Email any additional changes to Academic Scheduling.

Course term update forms (CTUFs) are not necessary or accepted prior to March 2. During this period, email changes to academicscheduling@colorado.edu.

**Tuesday, March 1 @ 8 a.m. forward:** Limited Campus Solutions access returned.

Departments will have access to change enrollment limits and add or change department consent, class notes and instructors.

**Wednesday, March 2 @ 8 a.m. forward:** Fall 2022 schedule of classes published; CTUF required.

The Fall 2022 schedule of classes and shopping cart are available to students in CU Boulder Class Search. Schedule changes require a signed CTUF, and classes may need to be canceled and new sections created. Changes made in CS must be tracked.