

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 “BSEDEPT”: [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.