

Spring 2020 Planning Memo

Term Dates: Jan. 13 – April 30, 2020 (2201)
(See also [Spring 2020 Timeline](#))

Monday, April 15 @ 8 a.m.: Department update access for Spring 2020 begins.

Email distribution of planning materials, to include:

1. Spring 2020 Timeline
2. Spring 2020 Planning Memo (based on timeline)
3. Spring 2020 Large Room Usage Report (based on data from previous spring term)
4. Centrally Controlled Classroom List

The above materials are available on the Term-Specific Information tab under Spring 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 Spring 2020 classes that were rolled from Spring 2019

Friday, June 21 @ 4:30 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 standard meeting patterns and procedures for submitting large room request tabs.

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, July 5 @ 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, Aug. 30 @ 11:59 p.m.: Update access for Spring 2020 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 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 Schedule 25 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 that they are correct (e.g., 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).

Sept. 2–25: Schedule 25 rooming process occurs.

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

Thursday, Sept. 26 @ 8 a.m.: 3rd 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.

Sept. 26 & 27 @ 8 a.m.: Update access returned to department to make class changes.

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

Oct. 2–4 @ 8 a.m.: Spring 2020 schedule review.

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

- A list of available classrooms will be distributed. For unroomed classes, be prepared to change meeting times to when classrooms are available.
- CTUFs are not necessary or accepted prior to Oct. 7. Submit changes via email to academicscheduling@colorado.edu.
- The Spring 2020 schedule of classes *is not* available in MyCUInfo. It is not required that classes 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, Oct. 7 @ 8 a.m. forward: CTUFs are required.

- The Spring 2020 schedule of classes *is* available in MyCUInfo. Classes may need to be canceled and new sections created, Canvas administrators are notified of changes, and changes made in CS must be tracked.