Spring 2021 Planning Memo

Term Dates: Jan. 11–April 29, 2021 (2211)
(See also the Spring 2021 timeline)

Monday, April 13, 2020 @ 8 a.m.: **Department update access for Spring 2021 begins.**

Email distribution of planning materials, to include:

1. Spring 2021 timeline
2. Spring 2021 planning memo (based on timeline)
3. Spring 2021 large room usage report (based on data from previous spring term)
4. Centrally controlled classroom list

The above materials are also available at:

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 2021 classes that were rolled from Spring 2020

Friday, July 17 @ 5 p.m.: **Large & specific room requests due.**

Large room requests (www.colorado.edu/registrar/node/414/attachment) should be carefully considered and only requested after consulting the large room usage report and reviewing the second and third tabs on the large room request form (i.e., standard meeting patterns and large room list).

Specific room requests (www.colorado.edu/registrar/node/418/attachment) 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, July 17 @ 8 a.m.: **Distance education & SEEC classroom Google sheets distributed.**

- Google sheets for distance education classroom and SEEC classroom requests are distributed by the Distance Learning Scheduling Coordinator on July 17.
- If you do not receive a Google sheet and invitation from the Distance Learning Scheduling Coordinator on July 17, send a request to be assigned a Google sheet to academicscheduling@colorado.edu.

Monday, August 3 @ 8 a.m.: **Second report of large & specific room assignments distributed.**

The classroom assignments are officially posted 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. 7 @ 5 p.m.: **Distance education classroom, computer lab & SEEC classroom requests due.**

- Submit distance education and SEEC classroom requests using your department's Google sheet request form. Distance education, SEEC and computer lab requests will be assigned rooms in CS by 5 p.m. on Aug. 7. After assignments are posted in CS, changes such as switching rooms between two classes must be emailed to academicscheduling@colorado.edu.

- Submit computer lab requests using the Excel file at www.colorado.edu/registrar/node/1943/attachment.
- Submit computer lab requests to academicscheduling@colorado.edu.

Friday, Aug. 28 @ 11:59 p.m.: Update access for Spring 2021 ends.

Among other details, particular items to note:

1. Combined classes should be built: 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.

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).

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

Aug. 31–Sept. 23: Schedule 25 rooming process occurs.

During this period, no changes for Spring 2021 can be made in CS.

Thursday, Sept. 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.

Sept. 24 & 25 @ 8 a.m.: Update access returned to department 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.

Sept. 30–Oct. 9 @ 8 a.m.: Spring 2021 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. 12. Submit changes via email to academicscheduling@colorado.edu

- The Spring 2021 schedule of classes *is not* available in Buff Portal. It is not required that classes be canceled and new sections created, and changes made in CS do not need to be tracked.

Monday, Oct. 5 @ 8 a.m. forward: Limited Campus Solutions access returned to departments.

Departments will have access to change enrollment limits, add or change Class Notes and add or change instructors.

Monday, Oct. 12 @ 8 a.m. forward: CTUFs required.

The Spring 2021 schedule of classes *is* available in Buff Portal. Classes may need to be canceled and new sections created, and changes made in CS must be tracked.