

Spring 2022 Planning Memo

Term Dates: Jan. 10–April 28, 2022 (2221)
(See also the [Spring 2022 timeline](#))

Tuesday, June 1, 2021: Department update access begins for Spring 2022.

Email distribution of planning materials, to include:

1. Spring 2022 timeline
2. Spring 2022 planning memo (based on timeline)
3. Spring 2022 Large Room Usage Report (based on data from previous Spring 2020)
4. Step-by-step instructions
5. Large and specific room request forms
6. First report of Spring 2022 classes that were rolled from Spring 2021
7. New standard meeting pattern grid

Wednesday, July 7 @ 5 p.m.: Large & specific room request deadline.

Large and specific room request forms are available on our [Class & Facility Scheduling](#) page under “Policies, Forms & Resources.”

Large room requests

- These should be carefully considered and requested only after consulting the large room usage report and reviewing the “Standard Meeting Patterns” and “Large Room List” tabs of the large room request form.
- Email large room request forms as an attachment to academicscheduling@colorado.edu.

Specific room requests

- These 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.
- Email specific room request forms as an attachment 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 assignments have been finalized.

Friday, July 9: Distance education & SEEC classroom request sheets distributed.

- Request sheets for distance education classroom and SEEC classroom requests 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 July 9, send a request to academicscheduling@colorado.edu

Wednesday, July 21: Second report of large & specific room assignments distributed.

Classroom assignments are officially posted on the “Meetings” tab in CS. If a change is necessary after assignments are posted, such as switching rooms between two classes, email academicscheduling@colorado.edu to make the update.

Friday, Aug. 6 @ 5 p.m.: Distance education classroom, computer lab & SEEC classroom request deadline.

- Submit all distance education and SEEC classroom requests using your department's request form.
- Rooms will be assigned in CS by Aug. 20. If a change is necessary after assignments are posted, such as switching rooms between two classes, email academicscheduling@colorado.edu to make the update.
- Email computer lab requests to academicscheduling@colorado.edu.

Friday, Aug. 27 @ 11:59 p.m.: Department update access ends for Spring 2022.

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 ([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 "BSEEDPT" ([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 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](#)).
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](#)).

Monday, Aug. 30–Friday, Sept. 24: Schedule 25 rooming process occurs.

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

Monday, Sept. 27 @ 8 a.m.: Third 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 placed the class at the new time.
- A list of available rooms/times **will not** be distributed to departments.

Monday, Sept. 27–Friday, Oct. 1: Update access returned to department to make class changes.

Changes that can be made include classroom swaps, cancellations, , fixing associated class numbers, 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, Oct. 4 @ 8 a.m. forward: Limited Campus Solutions access returned to departments.

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

Monday, Oct. 4–Friday, Oct 8: Email any additional changes to Academic Scheduling.

Course term update forms (CTUFs) are not necessary prior to Oct. 11. During this period, email all schedule changes to academicscheduling@colorado.edu.

Monday, Oct. 11 @ 8 a.m. forward: Spring 2022 schedule of classes & shopping cart available; CTUFs required.

The Spring 2022 schedule of classes and shopping cart are available to students in CU Boulder Class Search. Classes may need to be canceled and new sections created, and changes made in CS must be tracked.