

Spring 2023 Planning Memo

Term Dates: Jan. 17–May 4, 2023 (2231)

Monday, April 25, 2022: Department update access for Spring 2023 begins.

Distribution of planning materials, to include links to:

1. Spring 2023 timeline
2. Spring 2023 planning memo (based on timeline)
3. Step-by-step instructions
4. Spring 2023 large room usage report (based on data from previous Spring 2022)
5. Large and specific room request forms
6. First report of Spring 2023 classes that were rolled from Spring 2022
7. New standard meeting pattern grid

Wednesday, July 6 @ 5 p.m.: Large and specific room requests due.

Large and specific room request forms can be found on our [scheduling webpage](#) under “Policies, Forms & Resources.”

Large room requests should be carefully considered and requested after consulting the large room usage report, as well as reviewing the standard meeting patterns and the procedures for submitting large room request tabs of the large room request form.

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, July 8: Distance education and SEEC classroom request sheets are 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 8, send a request to academicscheduling@colorado.edu.

Wednesday, July 20: Second report of large and 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.5 @ 5 p.m.: Distance education classroom, computer lab and SEEC classroom requests are due.

- Submit all distance education and SEEC classroom requests using your department’s request form.

- Computer lab requests should be emailed to academicscheduling@colorado.edu.

Friday, Aug. 26 @ 11:59 p.m.: Update access for Spring 2023 ends.

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 scheduled 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 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](#).
10. Class notes should be reviewed and corrected.

Monday, Aug. 29–Friday, Sept. 23: Schedule 25 rooming process occurs.

- During this period, no changes for Spring 2023 can be made in CS.

Monday, Sept. 26 @ 8 a.m.: Third report of classroom space assignments distributed.

- Email distribution of all classroom space assignments.
- 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. 26—Friday, Sept. 30: Update access returned to department to make class changes.

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

Monday, Oct. 3 @ 8 a.m. forward: Limited Campus Solutions access is returned.

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

Monday, Oct. 3—Friday, Oct 7: Send any additional changes to Academic Scheduling via email.

- CTUFs are not necessary prior to October 10. Submit changes via email to academicscheduling@colorado.edu.

Monday, Oct. 10 @ 8 a.m. forward: Spring 2023 schedule of classes published; CTUF required.

- CTUFs are now required
- The Spring 2023 schedule of classes and shopping cart are available 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.