

## Summer 2019 Planning Memo

Term Dates: May 13 – Aug. 22, 2019 (2194)  
(See also [Summer 2019 Timeline](#))

### **Tuesday, Sept. 4 @ 8 a.m.: Update access for Summer 2019 begins.**

Email distribution of planning materials, to include:

1. Summer 2019 Timeline
2. Summer 2019 Planning Memo (based on timeline)
3. Summer 2019 Term Credit-Hour Guidelines
4. Summer 2019 Term Dates & Section Numbers

The above materials are available on our website under Summer 2019:

[www.colorado.edu/registrar/faculty-staff/scheduling#term\\_specific\\_information-490](http://www.colorado.edu/registrar/faculty-staff/scheduling#term_specific_information-490)

### **Friday, Sept. 21 @ 4:30 p.m.: Large and specific room requests are due.**

Large and Specific Room Request Forms can be found on our website:

[www.colorado.edu/registrar/faculty-staff/scheduling#forms-490](http://www.colorado.edu/registrar/faculty-staff/scheduling#forms-490)

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 and Specific Room Request Forms as an attachment to [academicscheduling@colorado.edu](mailto: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, Oct. 19 @ 11:59 p.m.: Update access for Summer 2019 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 summer standard meeting pattern entered at [Curriculum Management > Schedule of Classes > Schedule New Course > Meetings Tab](#) or [Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Meetings Tab](#).
3. If your department is offering a class that does **not** require a centrally scheduled room, the Facility ID box should be filled in with a non-centrally controlled room: [Curriculum Management > Schedule of Classes > Schedule New Course > Meetings Tab](#) or [Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Meetings Tab](#).
4. If your department is offering a class that is at a non-standard meeting time for summer, the Facility ID box should be filled in with a non-centrally controlled room or with "BSEEDPT": [Curriculum Management > Schedule of Classes > Schedule New Course > Meetings Tab](#) or [Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Meetings Tab](#).
5. Requested Room Capacity should be correct ([Curriculum Management > Schedule of Classes > Schedule New Course > Enrollment Cntrl > Requested Room Capacity field](#) or [Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Enrollment Cntrl > Requested Room Capacity field](#)) so that Schedule 25 can assign a classroom large enough to accommodate expected demand. You cannot enroll over the official room capacity, so please plan accordingly.

- Remember to add topics, check Adjust Class Associations > Class Components, check associated class numbers, set variable credit hour classes to a fixed number of credits, check Requested Room Cap and set Enrollment Capacity.

**Monday, Oct. 22–Thursday, Nov. 1: Schedule 25 batch rooming process occurs.**

During this period, no changes for Summer 2019 can be made in CS.

**NOTE:** Term A at 9:15 a.m. and 11 a.m. are the most tightly scheduled time blocks, with Term B at 9:15 a.m. and 11 a.m. following in popularity. Be advised: There may not be enough classrooms to meet the demand at these times.

**Friday, Nov. 2 @ 8 a.m.: Printout of classroom space assignments & notification of classes that may not have been assigned classroom space are emailed.**

- Email distribution of all classroom space assignments. Check room assignments very carefully; all available classrooms have been assigned. Be prepared to change meeting times to when classrooms are available.
- Email notification of classes that may not have been assigned classroom space.

**Friday, Nov. 2–Tuesday, Nov. 13: Summer 2019 schedule changes *do not require* a CTUF.**

During this period, send all schedule changes directly to [academicscheduling@colorado.edu](mailto:academicscheduling@colorado.edu). **Please do not send CTUFs to our office or to your dean's office to be held until Nov. 14.**

The Summer 2019 schedule of classes *is not available* in MyCUInfo. It is not required that classes be canceled and new sections created, D2L/Canvas does not need to be notified of changes, and changes made in CS do not need to be tracked.

**Wednesday, Nov. 14 @ 8 a.m.: Summer 2019 schedule changes *require* a CTUF.**

The Spring 2019 schedule of classes *is available* in MyCUInfo. Classes may need to be canceled and new sections created, D2L/Canvas is notified of changes, and changes made in CS must be tracked.