Summer 2020 Planning Memo

Term Dates: May 11 – Aug. 20, 2020 (2204)
(See also Summer 2020 Timeline)

Tuesday, Sept. 3 @ 8 a.m.: Update access for Summer 2020 begins.
Email distribution of planning materials, to include:
   1. Summer 2020 Timeline
   2. Summer 2020 Planning Memo (based on timeline)
   3. Summer 2020 Term Credit-Hour Guidelines
   4. Summer 2020 Term Dates & Section Numbers
The above materials are available on our website under Summer 2020:
www.colorado.edu/registrar/faculty-staff/scheduling#term_specific_information-490

Friday, Sept. 20 @ 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

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.
- 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. 18 @ 11:59 p.m.: Update access for Summer 2020 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 summer standard meeting pattern entered at Curriculum Management > Schedule of Classes > Schedule New Course or Maintain Schedule of Classes > Meetings Tab > Facility ID field.

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 or “See Department”: Curriculum Management > Schedule of Classes > Schedule New Course or Maintain Schedule of Classes > Meetings Tab > Facility ID field.

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: Curriculum Management > Schedule of Classes > Schedule New Course or Maintain Schedule of Classes > Meetings Tab > Facility ID field.

5. Requested Room Capacity should be correct (Curriculum Management > Schedule of Classes > Schedule New Course or 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.

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6. 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. 21–Thursday, Oct. 31: Schedule 25 batch rooming process occurs.**

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

FYI: 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. 1 @ 8 a.m.: Report 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. 1–Tuesday, Nov. 12: Summer 2020 schedule changes do not require a CTUF.**

During this period, send all schedule changes directly to academicscheduling@colorado.edu. Please do not send CTUFs to our office or to your dean’s office to be held until Nov. 13.

The Summer 2020 schedule of classes is not available; therefore, 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.

**Wednesday, Nov. 13 @ 8 a.m.: Summer 2020 schedule changes require a CTUF.**

The Summer 2020 schedule of classes is available; therefore, classes may need to be canceled and new sections created, Canvas administrators are notified of changes, and changes made in CS must be tracked.