Summer 2021 Planning Memo

Term Dates: May 10–Aug. 19, 2021 (2214)
(See also the Summer 2021 Timeline)

Monday, Nov. 9, 2020: Update access begins for Summer 2021.

Email distribution of planning materials, to include:

- Summer 2021 timeline
- Summer 2021 planning memo (based on timeline)
- Summer 2021 summer term credit-hour guidelines
- Summer 2021 term dates & section numbers

The above materials, along with COVID-19 classroom capacity and hybrid-capable room lists, are available on our Class & Facility Scheduling page under “Scheduling Resources by Term.”

- Step-by-step instructions
- Class scheduling checklist
- Specific room request form
- First report of Summer 2021 classes that rolled from Summer 2020

Friday, Nov. 13: Distance education & SEEC classroom Google sheets distributed.

- Google sheets for distance education and SEEC classroom requests are distributed by the Distance Learning Scheduling Coordinator.
- If you do not receive a Google sheet and invitation from the Distance Learning Scheduling Coordinator on Nov. 13, send a request to be assigned a Google sheet to academicscheduling@colorado.edu

Friday, Nov. 20 @ 5 p.m.: Specific room requests due.

- Specific room request forms are available on our Class & Facility Scheduling page under “Policies, Forms & Resources.”
- 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.
- The specific room request form requires a dean’s approval and signature, and should be sent from that office as an attachment to academicscheduling@colorado.edu.
- Any specific room assignments viewed in Campus Solutions (CS) are subject to change until departments are notified that the assignments have been finalized.

Wednesday, Dec. 2 @ 5 p.m.: Distance education & SEEC classroom requests due.

- Submit distance education and SEEC classroom requests using your department’s Google sheet request form. If a change to a specific room assignment is necessary after assignments are posted in Campus Solutions (CS), please email academicscheduling@colorado.edu to make the update.
- Email computer lab requests to academicscheduling@colorado.edu.
Tuesday, Dec. 8 @ 11:59 p.m.: Update access ends for Summer 2021.

Among other details, particular items to note:

1. For those classes that will go through the batch rooming process, make the following adjustments before update access ends on Dec. 8:
   - Leave the “Facility ID” field blank.
   - Set up the class using one of the new standard meeting patterns.
   - For hybrid in-person classes, set the “Requested Room Capacity” field to match the room size that will fit your rotation of students. For example, set the “Requested Room Capacity” field to 14 if the class meets two times a week, the overall enrollment capacity is 28, and half the students will rotate on each day.
   - For in-person classes, set the “Requested Room Capacity” field to match the room size that will fit the enrollment capacity for the class. For example, if the enrollment capacity will be 30, the “Requested Room Capacity” field should be set to 30.
   - Please be aware that room options are limited, so setting the “Requested Room Capacity” field as accurately as possible will help your chances in securing a space.

2. All classes requesting a classroom through the Schedule 25 batch rooming process 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. For any classes set up with “Remote,” “Hybrid Remote/Online” or “Online” instruction modes, be sure to populate the Facility ID on those classes with “BREMOTE” or “BONLINE” before you lose access.

6. Check instruction modes on all classes and ensure corresponding pre-set class notes are selected for those sections that are not in-person only (“P” instruction mode) classes.

7. 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.

8. All credit hours should be fixed, if necessary: Curriculum Management > Schedule of Classes > Adjust Class Associations > Class Associations tab.

9. All class components should be checked and unneeded components removed, if necessary: Curriculum Management > Schedule of Classes > Adjust Class Associations > Class Components tab.

10. Associated class numbers should be checked to ensure they’re 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.

11. 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.

Wednesday, Dec. 9–Tuesday, Dec. 15: Schedule 25 batch rooming process occurs.

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

Wednesday, Dec. 16: Report of classroom 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 place the class at the new time.
- A list of available rooms/times will not be distributed to departments.
**Wednesday, Dec. 16–Thursday, Dec. 17:** Email any additional changes to Academic Scheduling. Course term update forms (CTUFs) are not necessary or accepted prior to Dec. 18. During this period, send all schedule changes to academicscheduling@colorado.edu.

**Thursday, Dec. 17 @ 8 a.m. forward:** Limited Campus Solutions access returned. Departments will have access to change enrollment limits, add or change class notes, and add or change instructors.

**Friday, Dec. 18 @ 8 a.m. forward:** CTUFs required. The Spring 2021 schedule of classes and shopping cart are available to students in CU Boulder Class Search. Schedule changes require a signed CTUF.