

Summer 2022 Planning Memo

Term Dates: May 9–Aug. 18, 2022 (2224)

Tuesday, Sept. 14, 2021: Update access begins for Summer 2022.

Email distribution of planning materials, to include:

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

Tuesday, Sept. 14: Distance education & SEEC classroom request sheets are distributed.

- Request sheets for distance education classrooms and SEEC classrooms 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 Sept. 14, send a request to academicscheduling@colorado.edu.

Friday, Sept. 24 @ 5 p.m.: Large & specific room requests due.

Large and specific room request forms are available on our [scheduling webpage](#) 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.*

- 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, Oct. 15 @ 5 p.m.: Distance education classroom, computer lab & SEEC classroom requests are due.

- Submit all distance education and SEEC classroom requests using your department’s request form.
- Email computer lab requests to academicscheduling@colorado.edu.

Wednesday, Oct. 20 @ 11:59 p.m.: Update access ends for Summer 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 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 “BSEEDEPT”: [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 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 they’re correct (e.g., that 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 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.

Thursday, Oct. 21–Tuesday, Nov. 2: Schedule 25 batch rooming process occurs.

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

Wednesday, Nov. 3 @ 8 a.m.: 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 place the class at the new time.
- A list of available rooms/times **will not** be distributed to departments.

Wednesday, Nov. 3–Friday, Nov. 5: Update access returned to departments to make class changes.

Changes that can be made include classroom swaps, cancellations, 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, Nov. 8–Tuesday, Nov. 9: Email any additional changes to Academic Scheduling.

Course term update forms (CTUFs) are not necessary or accepted prior to Nov. 10. During this period, email changes to academicscheduling@colorado.edu.

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

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

Wednesday, Nov. 10 @ 8 a.m. forward: Summer 2022 schedule of classes is published.

The Summer 2022 schedule of classes and shopping cart are available to students 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.