

Summer 2023 Planning Memo

Term Dates: May 15 – August 24, 2023 (2234)
(See also Summer 2023 Timeline)

Friday, September 16th: Department update access for Summer 2023 begins.

Email distribution of planning materials, to include:

1. Summer 2023 Timeline
2. Summer 2023 Planning Memo (based on timeline)
3. 1st report of Summer 2023 classes that were rolled from Summer 2022
4. Links to forms

Monday, September 19th: 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 September 19th, send a request to academicscheduling@colorado.edu

Friday, September 30 @ 5:00 p.m.: Large and specific room requests 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 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, October 14 @ 5:00 p.m.: Distance education classroom, computer lab and SEEC classroom requests are due.

- All distance education and SEEC classroom requests should be submitted on the department's request form.
- Computer lab requests should be emailed to academicscheduling@colorado.edu

Wednesday, October. 19 @ 11:59 p.m.: Update access for Summer 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 "BSEDEPT": 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 (Curriculum Management > Schedule of Classes > Maintain Schedule of Classes OR Schedule New Course > Enrollment Cntrl > Requested Room Capacity field) so that Schedule 25 can assign a classroom large enough to accommodate expected demand. 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 should be 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.

Oct. 20–Nov. 1: 25Live rooming process occurs.

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

Wednesday, Nov. 2 @ 8 a.m.: 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.

Nov. 2—Nov. 4: Update access returned to department 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.

Nov. 7—Nov. 8: Send any additional changes to Academic Scheduling via email.

- CTUFs are not necessary prior to November 9th. Submit changes via email to academicscheduling@colorado.edu.

Monday, Nov. 7 @ 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.

Wednesday, Nov. 9 @ 8 a.m. forward: Summer 2023 schedule of classes is 'published' (Class Search and Buff Portal)

- CTUFs are now required
- The Summer 2023 schedule of classes *is* available in Class Search and Buff Portal. Classes may need to be canceled and new sections created, and changes made in CS must be tracked.