

## Schedule Building Timeline 2016-2017 (for the 2017-2018 schedule)

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### Fall 2017 Schedule Building

Round I – 10/3/16 – 11/10/16

Dept. schedules all classes in rooms allocated to college/dept  
**Jumbo room requests are due 11/10/16**

Round II – 11/14/16 – 12/22/16

Colleges finalize schedule, self-audit and cleanup of schedule  
**Homeless room requests are due 12/22/16**

Round III – 01/3/17 – 4/14/17

Minimal schedule adjustments only  
APSS audit and cleanup of schedule  
All lecture rooms scheduled exclusively by APSS  
APSS completes remaining classroom assignments  
**Schedule posted on the Web as tentative on 1/23/17**

04/17/2017

Fall 2017 Registration Begins  
**All meeting pattern changes must have prior approval from the college dean.**

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### Spring 2018 Schedule Building

Round I – 1/30/17 – 2/24/17

Dept. schedules all classes in rooms allocated to college/dept  
**Jumbo room requests are due 02/24/17**

Round II – 2/27/17 – 4/14/17

Colleges finalize schedule, self-audit and cleanup of schedule  
Schedule posted on the Web as tentative on 4/14/17

Round III – 04/17/17 – 10/13/17

**Homeless room requests are due 4/28/17--see Note pg. 2\***  
Minimal schedule adjustments only  
APSS audit and cleanup of schedule  
All lecture rooms scheduled exclusively by APSS **after 4/28/17**  
APSS completes remaining classroom assignments

10/16/2017

Spring 2018 Registration Begins  
**All meeting pattern changes must have prior approval from the college dean.**

### **\*Special Note for Spring Schedule Build\***

In an effort to relieve some of the pressure from the accelerated spring schedule build, the due date for the spring “homeless” room requests and when regular lecture rooms revert to APSS for exclusive booking is *after* the end of Round II. This will give departments and colleges approximately the same amount of time as the fall schedule build to schedule in their allocation of lecture rooms. **All other Round II due dates are the same.** The schedule will be posted on the Web as tentative on **April 14** and all audit and clean-up of the schedule will be started at the end of Round II.

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### **Schedule Building Timeline Notes**

**During Round I of schedule building** departments are expected to schedule ALL of their classes in the rooms allocated to them. Even if a particular room does not meet all of the instructors’ preferences it should be scheduled in any room available within the department allocation of rooms. **Having the class in a room will be helpful in arranging a trade later on.** A new room may be requested with the preferences desired *after* all the “homeless” classes have been placed.

- Jumbo room assignments are made based on expected enrollment, verified by prior semester actual enrollment. A jumbo room is a room with capacity of 50 or more. There are 27 jumbo rooms ranging from 50 to 463 capacities. All jumbo rooms are also mediated (“smart”) rooms.

**During Round II of schedule building** colleges and depts work to correct all scheduling errors including non-standard times, wrong section numbers, incorrect AM or PM times, and to schedule any remaining homeless classes in any classroom available to the college. **The CRA Scheduling Building audit jobs are available for colleges and depts to audit and correct for most of the common scheduling errors.** For the spring schedule build only, the end of Round II is set to coincide with the next fall semester’s registration. This gives students and their advisors the ability to plan their class schedule for the entire academic year.

- Any “homeless” room requests to APSS should only be made after all department and college allocated rooms have been completely filled. Room requests to APSS during “primetime” (9am – 2pm, and particularly TR) have a very low chance of being filled. **If you make this type of request you must include a non-primetime alternative day and time.**

**During Round III of schedule building** only very minimal schedule adjustments should be made. Examples of minimal adjustments would be adding a section in response to demand, changing an instructor, deleting a section due to lack of resources, and room changes to accommodate enrollment or instructor needs. No classes can be placed on the schedule without a room from this point on. Once registration begins for the semester there should be no changing of class days or times. Only under the most critical of circumstances should a day/time change be considered, and must be approved by the department chair and college dean.

**Classes are deleted from the schedule *before* registration begins.**

**Classes are cancelled from the schedule *after* registration begins.**