Schedule Building Timeline 2018-2019
(for the 2019-2020 schedule)

Fall 2019 Schedule Building

Round I – 10/8/18 – 11/16/18

Dept. schedules all classes in rooms allocated to college/dept
Jumbo room requests are due 11/16/18

Round II – 11/19/18 – 1/4/19

Colleges finalize schedule, self-audit and cleanup of schedule
Roomless requests are due 1/7/19

Round III – 1/7/19 – 4/5/19

Minimal schedule adjustments only
APSS audit and cleanup of schedule
All lecture rooms scheduled exclusively by APSS
Schedule posted on the Web as tentative on **1/22/19**

4/8/2019

Fall 2019 Registration Begins
All meeting pattern changes must have prior approval from the college dean.

Spring 2020 Schedule Building

Round I – 1/29/19 – 3/8/19

Dept. schedules all classes in rooms allocated to college/dept
Jumbo room requests are due 3/8/19

Round II – 3/11/19 – 4/5/19

Colleges finalize schedule, self-audit and cleanup of schedule
Roomless requests are due 4/5/19

Round III – 4/8/19 – 10/11/19

Minimal schedule adjustments only
APSS audit and cleanup of schedule
All lecture rooms scheduled exclusively by APSS
Schedule posted on the Web as tentative on **8/27/19**

10/14/2019

Spring 2020 Registration Begins
All meeting pattern changes must have prior approval from the college dean.

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 "roomless" 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 28 jumbo rooms ranging in capacity from 50 to 463 seats. All jumbo rooms are mediated ("smart") rooms.

During **Round II of schedule building** colleges and departments work to correct all scheduling errors including non-standard times, wrong section numbers, incorrect AM or PM times, and to schedule any remaining roomless classes in any classroom available to the college. **The CRA Scheduling Building audit jobs are available for colleges and departments 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 "roomless" 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 then the change must be approved in writing by the college dean.

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

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