



Schedule Build Overview

Process Overview and Timeline

Academic Schedule Building

Class Build

- ▶ The fall and spring schedules are built independently, a year in advance
- ▶ The schedule building calendar with specific scheduling dates and deadlines is posted at www.csuchico.edu/apss
- ▶ An official memo is emailed announcing the beginning of each term schedule build
- ▶ Chairs should provide their ASC with a mostly finalized schedule to build, by the time the official memo is received

Room Placement

- ▶ Decentralized-Centralized model for room scheduling
- ▶ Departments and Colleges have exclusive booking in 0-49 cap rooms for a specific period of time (Rounds) (decentralized)
- ▶ After that specific period of time all lecture rooms revert to APSS for exclusive booking (centralized)
- ▶ Periodic emails are sent during the process highlighting upcoming due dates, tasks and reminders

Timeline

<http://www.csuchico.edu/apss/documents/2017-18-Schedule-Building-Timeline-for-2018-2019>

Schedule Building Timeline 2017-2018 (for the 2018-2019 schedule)

Fall 2018 Schedule Building

Round I – 10/2/17 – 11/9/17

Dept. schedules all classes in rooms allocated to college/dept
Jumbo room requests are due 11/9/17

Round II – 11/13/17 – 12/21/17

Colleges finalize schedule, self-audit and cleanup of schedule
Homeless room requests are due 12/21/17

Round III – 01/2/18 – 4/13/18

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 1/22/18

04/16/2018

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

Spring 2019 Schedule Building

Round I – 1/29/18 – 2/23/18

Dept. schedules all classes in rooms allocated to college/dept
Jumbo room requests are due 02/23/18

Round II – 2/26/18 – 4/13/18

Colleges finalize schedule, self-audit and cleanup of schedule
Homeless room requests are due 4/13/18

Round III – 04/16/18 – 10/12/18

Minimal schedule adjustments only
APSS audit and cleanup of schedule
Schedule posted on the Web as tentative on 8/27/18*
All lecture rooms scheduled exclusively by APSS

10/15/2018

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

*Spring 2019 posting later than in prior schedule build cycles

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 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 homeless 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 "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.

Schedule Building Rounds

There are three specific time periods, called “Rounds”, for schedule building:

- ▶ **Round I -- Departments schedule classes and then book (1-49 cap) in rooms allocated to the Dept by their College**
 - ▶ Jumbo (50+ cap class) room requests are due to APSS by the end of Round I

- ▶ **Round II -- Colleges coordinate the placement of all remaining homeless classes within their allocated rooms**
 - ▶ Dept/College works with APSS to clean up all scheduling and class time errors
 - ▶ Any classes not placed in rooms are sent to APSS via “homeless” requests, for centralized booking at the end of Round II
 - ▶ All lecture rooms revert to APSS for exclusive booking at the end of Round II

- ▶ **Round III – Final schedule adjustments prior to registration**
 - ▶ These should be MINOR changes such as adding a section, changing an instructor or room, deleting sections due to lack of resources
 - ▶ No classes are allowed on the schedule at this point without a room
 - ▶ Schedule is posted on the Web as tentative at the beginning of the prior term

Once registration begins, day/time changes or class cancellations must be approved by the Dean.

- ▶ **This includes classes without enrollment**

Preparing for Round I

- ▶ Term Roll is started the 3rd week of the semester, with the goal of completion by census
 - ▶ As soon as the terms are available, APSS will let the department ASCs know
- ▶ Between the time the term is available and the official schedule build memo is issued:
 - ▶ Run the Class Schedule Report
 - ▶ <https://insight-int.csuchico.edu/Reports/Pages/Report.aspx?ItemPath=%2fCourse-Class+Data%2fClass+Schedule+Report>
 - ▶ Consult with your Chair
 - ▶ Plan for schedule changes – or begin working on them!
 - ▶ You'll also be working on Workload and answering questions about the Final Exam schedule – it's a busy time!
- ▶ By the time Round I officially begins, you should have a clear plan for changes, and be ready to jump in and book as many classes as possible in your priority allocation of lecture rooms

Round I

- ▶ Consult the report of existing sections in PeopleSoft
- ▶ Use Maintain Schedule of Classes to change those classes
- ▶ Use Schedule New Course to add classes that aren't in Maintain
- ▶ Run CRA Schedule Building audit jobs to check for errors in the class setup
- ▶ Enter Jumbo room requests by the deadline
- ▶ Place as many of your classes as possible in your priority allocation of >50 cap classes
- ▶ Let your college know when you've maximized your allocation, so you can share with other departments in your college

Standard Scheduling Times

http://www.csuchico.edu/apss/documents/Standard_Scheduling_Convention.pdf

- ▶ Set of standard days and times to offer classes
- ▶ Maximizes room utilization
- ▶ Ensures the schedule is made up of interchangeable, non-overlapping parts
- ▶ Maximizes students' ability to schedule classes campus-wide without time conflicts which helps with timely graduation
- ▶ Facilitates our ability to trade rooms between classes when necessary
- ▶ If there is a compelling need for a non-standard time AND the dean agrees that it overrides the student and campus need for standard time scheduling, it can be used. The dean's approval must be sent to APSS with an explanation of the compelling need, indicating whether the approval is temporary (one semester only) or permanent.

Class Time Required

Every class has a Course Classification number (CS)

http://www.csuchico.edu/apss/documents/C-class_list_and_definitions.pdf

The CS *plus* the unit value of the class determines:

- ▶ the number of hours the class is required to be scheduled per week
 - ▶ Or, the number of TBA hours assigned per week*
 - ▶ Or a combination thereof
- ▶ how much time the student is expected to participate per week
- ▶ the amount of WTU (workload) that is generated for the instructor

*If some or all of the required time is not standard face-to-face classroom instruction it is described as “TBA” (To Be Arranged) and the number of TBA hours per week is entered in the system and displayed on the Web for students and advisors.



Jumbo Lecture Rooms

- ▶ **Capacity of 50 or more**
- ▶ **Mediated (“smart”)**
- ▶ **Exclusively scheduled by APSS**

- ▶ **Departments submit their Jumbo Room requests to APSS before the end of Round I:**
<https://emsint.csuchico.edu/APSS/RoomRequest/RoomRequest>

- ▶ **Placement of classes in jumbo rooms is done using the following criteria:**
 - ▶ Optimal utilization of rooms (min. 85% capacity)
 - ▶ Pedagogic need for the specific room features
 - ▶ Enrollment history of the class
 - ▶ Prior use of the room for the same day/time

Jumbo Lecture Room Details

Location Capacity Special Limitations

PAC 144	463	Available 8 a.m. – 12:50 p.m. only
PAC 134	210	MWF 8-8:50am, TR 8-9:15am only
AYRS 106	192	None
AYRS 120	166	None
HOLT 170	146	None
LANG 300	120	None
LANG 302	120	None
THMA 116	120	Technology training recommended
ARTS 111	112	None
ARTS 112	112	None
GLNN 212	99	None
PLMS 102	96	None
THMA 106	85	None
SSKU 120	80	None
PAC 206	76	None

Location Capacity Special Limitations

OCNL 254	75	None
PLMS 201	75	None
PLMS 205	75	None
THMA 108	75	None
OCNL124	68	None
AYRS 201	65	None
HOLT 266	65	None
HOLT 268	65	None
HOLT 350	65	None
HOLT 352	65	None
MODC 114	64	None
GLNN 112	62	None
PLMS 106	59	None
GLNN 306	50	None

Room Request Application

<https://emsint.csuchico.edu/APSS/RoomRequest/RoomRequest>

Check out the APSS website for instructions:

<http://www.csuchico.edu/apss/schedule/Room%20Request%20Info.shtml>

- **Term should default to the active Round I/II build term**
- **Select your Department**
- **Breathe...it takes 30 seconds to load the list of classes into the browser**
- ▶ This application is restricted each round to either JUMBO or HOMELESS sized classes
- ▶ The class **MUST** have the appropriate capacity, as well as a STANDARD day/time meeting pattern
- ▶ Add Room Request, including:
 - ❖ **SMART, if you need it (most do)**
 - ❖ **Alternate non-primetime meeting pattern option for classes scheduled during primetime**
 - ❖ **Back-to-Back section info (either for instructor OR for students!), subject-number-section**
 - ❖ **Features (required, or preferred), such as chalkboards**
 - ❖ **Accessibility accommodations required by instructor**
- ▶ Save; at this point you can click the Excel icon to download a list of your requests!

Round II

- ▶ Consult the report of existing sections in PeopleSoft
- ▶ Use Maintain Schedule of Classes to finalize changes
- ▶ Run CRA Schedule Building audit jobs to check for errors in the class setup
- ▶ Place as many of your classes as possible in your college's remaining priority allocation of >50 cap classes
- ▶ Enter Homeless room requests by the deadline
- ▶ Work with APSS to clean up audit findings that we send to you
- ▶ Only MINOR changes are allowed after this point

Standard Lecture Rooms

- ▶ Capacity from 12 to 49
- ▶ *Not all rooms are mediated (“smart”)*
- ▶ Each college/dept has an allocation of standard lecture rooms to schedule classes in during Rounds I and II of the schedule build
 - ▶ Your department will most likely return “your” classes to the college pool at the end of Round I, or sooner!
- ▶ At the end of Round II all standard lecture rooms revert to APSS for exclusive, centralized booking
- ▶ **Departments submit their Homeless Room requests to APSS before the end of Round II:**
<https://emsint.csuchico.edu/APSS/RoomRequest/RoomRequest>
- ▶ Departments are allowed to book their own lab and conference rooms at all times, following the campus facilities use policy

What happens after Round II?

- ▶ **Round III** describes the period after homeless class room requests are submitted, and before registration begins, for a given term
- ▶ Schedule changes should be minimal, and minor, but do not need special permissions
- ▶ New sections, or meeting pattern changes, which require a room = **email APSS** after searching Astra for a suitable room
 - ▶ Subject line: “2182 room request GEOS 250-02”
 - ▶ Body = keep it simple! No need for long explanations, salutations, etc. Do your research, send me the details, save some time!
GEOS 250-02
TR 2-3:15
30
ARTS 107
- ▶ Round III technically continues until the semester begins; however, once registration has started your Dean will need to approve any further changes!
 - ▶ Please consider the impact to the students, of changing a published schedule. You will be asked to justify your changes.

Resources

Jennifer L. Aceves, Coordinator of Academic Scheduling and Workload Reporting

- ▶ apss@csuchico.edu
- ▶ 898-4688 (but email is best)

<http://www.csuchico.edu/apss>

Click or hover on the “Class Schedule” link on the left navigation bar to find:

- ❖ Room Information: Smart Classroom listing, Classroom Set up & Photos
- ❖ Standard Scheduling Conventions
- ❖ Schedule Building Timeline
- ❖ Course Classification (CS) Listing
- ❖ Helpful guides (in progress – ask if you don’t see what you’re looking for!)

This training revised July 17, 2017

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

Activity/ CS Abbreviation	Activity/ CS Numeric ID	Activity/CS Definition	Required Hours per Week (full term=15 wks +2hr final)	WTU Per Unit
Lecture – Discussion – Seminar				
LLC	01	Large lecture	1 hour per unit	1 WTU per unit
LEC	02	Lecture discussion	1 hour per unit	1 WTU per unit
LCM	03	Lecture composition	1 hour per unit	1 WTU per unit
DIS	04	Discussion	1 hour per unit	1 WTU per unit
SEM	05	Seminar	1 hour per unit	1 WTU per unit
CLN	06	Clinical processes	1 hour per unit	1 WTU per unit
Activities – Labs – Performances				
FAC	07	Fine arts and sciences activity	2 hours per unit	1.3 WTU per unit
WSH	08	Educ workshops, Social Sci activity	2 hours per unit	1.3 WTU per unit
LMS	09	Music act - large group	2 hours per unit	1.3 WTU per unit
MUS	10	Music act - small group	2 hours per unit	1.3 WTU per unit
PEA	11	PE & Recr activity	2 hours per unit	1.3 WTU per unit
JRN	12	Jour activity	2 hours per unit	1.3 WTU per unit
SPC	12	Speech activity	2 hours per unit	1.3 WTU per unit
THR	12	Theater activity	2 hours per unit	1.3 WTU per unit
ACT	13	Technical activity	2 hours per unit	1.3 WTU per unit
REM	14	Remedial course	2 hours per unit	1.3 WTU per unit
TLB	15	Technical lab	3 hours per unit	1.5 WTU per unit
LAB	16	Science lab	3 hours per unit	2.0 WTU per unit
PRC	17	Clinical practice off campus	3 hours per unit	2.0 WTU per unit
VAR	18	Major intercollegiate sport	6 hours per unit	6.0 WTU per unit
SPT	19	Minor intercollegiate sport	3 hours per unit	3.0 WTU per unit
PRF	20	Major performance	3 hours per unit	3.0 WTU per unit
MSP	21	Music performance	3 hours per unit	3.0 WTU per unit
Supervision*				
S12	23	Social Work Supervision	3 hours per unit	Each student enrolled generates 1.0 WTU
S18	24	Practice Teaching	3 hours per unit	Each student enrolled generates .67 WTU
S24	25	Practice teaching, workstudy, thesis & project	3 hours per unit	Each student enrolled generates .50 WTU
S36	36	Independent study, studio instruc, supervised act	3 hours per unit	Each student enrolled generates .33 WTU
S48	48	Independent study, studio instruc, supervised act	3 hours per unit	Each student enrolled generates .25 WTU
NTI	78	Non-traditional instruction, examination or evaluation	3 hours per unit	Generates no WTU
*Please note that Supervision course-classifications generate WTU based on enrollment , not class units.				

Course Classification Examples

CS Number	Short Description	Examples
Lecture – Discussion – Seminar		
01	Large lecture	Lecture courses in any discipline with more than 50 enrollments.
02	Lecture discussion	Lecture courses in any discipline in which class participation is a planned portion of the instructional method.
03	Lecture composition\counseling\case study	Business, education, English and psychology courses in which students write, are counseled or study law cases.
04	Discussion	Courses in any discipline in which student participation (discussion) is the primary instructional method.
05	Seminar	Courses in any discipline using seminar methods of instruction.
06	Clinical processes	Nursing and psychology courses in clinical processes and education courses involving individual testing, such as driver training in a simulator.
Activities – Labs – Performances		
07	Fine Arts and Science Activities	Art, anthropology and science activities.
08	Education workshops and Social Science activities	Includes methods taught on an activity basis in education and subject areas.
09	Music Activity – Large group	Does not result in a major public performance.
10	Music Activity – Small group	Instrumental or vocal instruction
11	Physical Education and Recreation Activities	Gym classes or intramural sports if credit is given.
12	Speech, Drama and Journalism Activities	Classwork in debate, acting, and publication; no public performance involved.
13	Technical Activities and Laboratories	Courses involving the use of business and other machines; accounting, geography, foreign languages, home economics, psychology, library science, photography, engineering, industrial arts, agriculture, mathematics and statistics.
14	Remedial Courses	Courses for students admitted as exceptions only.
15	Technical Activities and Laboratories	Laboratories in art, foreign language, home economics, industrial arts, physical education, speech correction, cartography, audio-visual, mathematics, library science, police science.
16	Science Laboratories	Laboratories in natural science, life science, psychology, natural resources, agriculture, engineering, meteorology, photography.
17	Clinical Practice – Off Campus	Nursing, social work.
18	Major Intercollegiate Sports	Football, basketball, baseball, track and field, wrestling, swimming, etc.; limited to four sports per year.
19	Minor Intercollegiate Sports	Other sports not listed as CS 18
20	Major Performance	Production courses in art, drama, journalism, music, photography, radio-TV, debate; results in a major public performance, showing or distribution.
21	Music Performance	Major performance groups, such as orchestras, bands, and choruses.
Supervision		
23	Social Work supervision	Graduate level social work only. Faculty – student contact averages 3 hours per week.
24	Practice Teaching	Undergraduate – all disciplines. Faculty – student contact averages 2 hours per week.
25	Practice Teaching, Workstudy, Thesis Project and Independent Study.	Undergraduate – practice teaching and graduate level public school nursing – all disciplines. Faculty – student contact averages 90 minutes per week.
36	Independent Study, Field Work, Studio Instruction, Supervised Activities	Undergraduate – all disciplines. Faculty – student contact averages one hour per week.
48	Independent study, Studio Instruction, Supervised Activities	Undergraduate – all disciplines. Faculty – student contact averages 45 minutes per week.
78	Non-traditional instruction, examination, or evaluation	Course which generates credit by examination or evaluation or which is taught in modes not described by the formulas faculty workload is assigned. All 78 courses are state supported.

Standard Scheduling Convention

Begin Time	Meeting Patterns for 3 hrs per wk			Meeting Patterns for 2 hrs per wk		2 and 3 hr blocks	
	MWF	MW	TR	MW MF WF	TR	Normally Scheduled On a Single Day M-F	
	@ 50 Min.	@ 75 Min.	@ 75 Min.	@ 50 Min.	@ 50 Min.	@ 2 Hours	@ 3 Hours
7:30 AM		7:30-8:45			7:30-8:20		
8:00 AM	8-8:50		8-9:15	8-8:50	8-8:50	8-9:50	8-10:50
8:30 AM					8:30-9:20		
9:00 AM	9-9:50			9-9:50	*NOT ALLOWED	9-10:50	
9:30 AM			9:30-10:45		9:30-10:20		
10:00 AM	10-10:50			10-10:50	10-10:50		
10:30 AM							
11:00 AM	11-11:50		11-12:15	11-11:50	11-11:50	11-12:50	11-1:50
11:30 AM					11:30-12:20		
12:00 PM	12-12:50			12-12:50	*NOT ALLOWED	12-1:50	
12:30 PM			12:30-1:45		12:30-1:20		
1:00 PM	1-1:50			1-1:50	1-1:50		
1:30 PM							
2:00 PM	2-2:50		2-3:15	2-2:50	2-2:50	2-3:50	2-4:50
2:30 PM					2:30-3:20		
3:00 PM	3-3:50			3-3:50	*NOT ALLOWED	3-4:50	3-5:50
3:30 PM			3:30-4:45		3:30-4:20	TR:3:30-5:20	TR:3:30-6:20
4:00 PM	4-4:50	4-5:15		4-4:50	4-4:50	4-5:50	4-6:50
4:30 PM				4:30-5:20		MW: 4:30-6:20	
5:00 PM			5-6:15	5-5:50	5-5:50	5-6:50	5-7:50
5:30 PM		5:30-6:45				5:30-7:20	5:30-8:20
6:00 PM				6-6:50	6-6:50	6-7:50	6-8:50
6:30 PM			6:30-7:45			6:30-8:20	6:30-9:20
7:00 PM		7-8:15		7-7:50	7-7:50	7-8:50	7-9:50
7:30 PM						7:30-9:20	
8:00 PM			8-9:15	8-8:50	8-8:50	8-9:50	
8:30 PM		8:30-9:45					
9:00 PM							
9:30 PM							

No class may cross the 11 am or the 2pm hours. *No 50 minute TR allowed for 9am, 12pm or 3pm

Scheduling Blocks for labs (8-10:50, 11-1:50, & 2-4:50) are **shaded**-No classes are to cross the laboratory time block divisions without special permission.

Standard times are highlighted in bold, other acceptable times light face. Blank cells are not permitted start times on the days indicated.