Schedule Build Overview

Process Overview and Timeline
Academic Schedule Building

- Decentralized-Centralized model
- Departments and Colleges have exclusive booking in 0-49 cap rooms for a specific period of time
- After that specific period of time all lecture rooms revert to APSS for exclusive, centralized booking
- The fall and spring schedules are built individually, 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 schedule build
- Periodic emails are sent during the process highlighting upcoming due dates, tasks and reminders
Timeline


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

Fall 2017 Schedule Building

Round I — 10/3/16 – 11/10/16
Dept. schedules all classes in rooms allocated to college/department. 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. Schedule posted on the Web as tentative on 12/22/16.

Homeless room requests are due 12/22/16.

Round III — 01/5/17 – 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

04/17/2017
Fall 2017 Registration Begins
All meeting pattern changes must have prior approval from the college dean.

Spring 2018 Schedule Building

Round I — 1/30/17 – 2/24/17
Dept. schedules all classes in rooms allocated to college/department. 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 11 and all audit and cleanup of the schedule will be started at the end of Round II.

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 of rooms. Nothing 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 enrollment. A jumbo room is a room with capacity of 50 or more. There are 27 jumbo rooms ranging from 50 to 465 capacities. All jumbo rooms are also labeled “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 CBA Schedule Building audit info 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 “prime time” (Jan – 2pm, and particularly Fri) have a very low chance of being filled. If you make this type of request you must include a non-prime time 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, deferring 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 daytime 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, “Rounds” for schedule building

- **Round I is for depts to schedule classes in rooms allocated to the dept**
  - Jumbo room requests are due to APSS at the end of Round I

- **Round II is for colleges to coordinate the placement of all remaining classes in all remaining college allocated rooms**
  - Dept/college work with APSS to clean up all scheduling and class time errors
  - Any classes not placed in rooms are sent to APSS for centralized booking at the end of Round II
  - All lecture rooms revert to APSS for exclusive booking at the end of Round II
  - Schedule is posted on the Web at the end of Round II

- **Round III is for adjustments to the schedule 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

- **Once registration begins only under the most critical of circumstances should a day/time change or class cancellation be considered and must be approved by the dean. This includes classes without enrollment**
Jumbo Rooms

- Jumbo rooms have a capacity of 50 or more
- All jumbo rooms are smart rooms
- Exclusively scheduled by APSS

- Departments submit their Jumbo Room requests to APSS at the end of Round I: [https://emsint.csuchico.edu/APSS/ScheduleBuilding/Default.aspx](https://emsint.csuchico.edu/APSS/ScheduleBuilding/Default.aspx)

- Placement of classes in jumbo rooms is done using the following criteria:
  - Optimal utilization of rooms (min. 85% capacity)
  - Enrollment history of the class
  - Prior use of the room for the same day/time
# Jumbo Room Details

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<th>Capacity</th>
<th>Special Limitations</th>
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Standard Lecture Rooms

- Standard lecture rooms range in capacity from 12 to 49
- Class enrollment MUST NOT exceed room capacity
- Each college/dept has an allocation of standard lecture rooms to schedule classes in during Rounds I and II of the schedule build
- 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 at the end of Round II:** [https://emsint.csuchico.edu/APSS/ScheduleBuilding/Default.aspx](https://emsint.csuchico.edu/APSS/ScheduleBuilding/Default.aspx)
- Departments are allowed to book their own lab and conference rooms at all times, following the campus facilities use policy
Standard Scheduling Times


- 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 it overrides the student and campus need for standard time scheduling it can be used. The deans approval must be sent to APSS with an explanation of the compelling need and if 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%20list%20and%20definitions.pdf

- The CS and unit value of the class determines:
  - How long the class is required to meet per week
  - How much WTU 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.
Resources

Jennifer Lara, Coordinator of Academic Scheduling and Workload Reporting

- 898-4688
- apss@csuchico.edu

http://www.csuchico.edu/apss

From the APSS home page click on the “Class Schedule” link on the left navigation bar.

Under “The Class Schedule Build” you will find:

- Smart Classroom listing
- Classroom Set up & Photos (to see details and photos of rooms)
- Standard Scheduling Conventions
- Schedule Building Timeline
- Course Classification (CS) Listing