MEMORANDUM

January 30, 2017

To: Deans and AA/S'
   Associate Deans
   Department Chairs
   Department ASCs

cc: Barbara Fortin
    Daniel Parks
    Holly Soldavini
    Tom Ussery
    Mazi Noble
    Drew Maxwell

From: Jennifer Lara
   Academic Publications and Scheduling Services

Subject: SPRING 2018 Schedule Building

The spring 2018 term (2182) is available in PeopleSoft. Attached is information to assist in the process of cleaning up and scheduling for the term. The APSS staff is available to answer any questions and to help with the building of the schedule.

Winter Session 2018 is self-supported. Please contact Regional and Continuing Education, x6105 with any questions regarding Winter Session 2018 classes.

To assist in the schedule building process the following are available on the Web:

- APSS Class Schedule: http://www.csuchico.edu/apss/schedule/index.shtml
- Standard Time Scheduling Conventions (List of times classes can be offered) http://www.csuchico.edu/apss/schedule/standardtimes/Standard%20Scheduling%20Convention.pdf
- Schedule Building Reminders (Searchable Wiki with answers to common questions) https://wiki.csuchico.edu/confluence/display/apokb/Schedule+Building+Reminders

For academic scheduling we use three Rounds of schedule building. All lecture rooms return to Academic Publications and Scheduling Services for exclusive scheduling after Round II. Please have all classes (including any Course Link sections) assigned to the department/college allocation of rooms no later than April 28, 2017.
*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.

**Spring Schedule Building Calendar**

**Round I**
The first round runs from January 30 through February 24. This is when most of the basic schedule building and heavy cleanup should be done. Particularly for areas participating in special programs such as the Course Link and U-Course programs, it is essential that the majority of the schedule planning and actual input of revisions is done early in the first round. Remember that the department is responsible for scheduling all sections in the department allocation of rooms. Jumbo room requests are due by February 24. All jumbo lecture rooms are scheduled exclusively by Academic Publications and Scheduling Services.

**Round II**
Round II runs from February 27 through April 14. This is the last Round for departments or colleges to book classes into their allocation of lecture rooms. Beginning April 17, all lecture rooms will be scheduled exclusively by Academic Publications and Scheduling Services. Any classes that are not booked in rooms at this point will need to have a room request submitted to APSS using the Room Request web application, by April 28, so that these classes can be placed in the remaining available lecture rooms.

**Round III**
The final Round runs from April 17 through October 13.

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.

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.

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.

Classes are deleted from the schedule before registration begins.

October 16, 2017 Registration for spring 2018 begins - 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. Any changes to days or times must be approved by the college dean. Use the Approval to Change the Meeting Pattern for a Class form found on the APSS Class Schedule web site and forward the completed form to APSS.

Classes are cancelled from the schedule after registration begins.