Schedule Building Timeline 2014-2015
(for the 2015-2016 schedule)

Fall 2015 Schedule Building

Round I – 09/29/14-11/07/14
Dept. schedules all classes in rooms allocated to college/dept.
Jumbo room requests are due 11/07/14.

Round II – 11/10/14-01/02/15
Colleges finalize schedule, self-audit and cleanup of schedule.
Schedule posted on the Web as tentative on 1/02/15.
Homeless room requests are due 1/02/15.

Round III – 01/05/15-04/10/15
Minimal schedule adjustments only.
APSS audit and cleanup of schedule.
All lecture rooms scheduled exclusively by APSS.
APSS completes remaining classroom assignments.

04/13/2015
Fall 2015 Registration Begins.
All class cancellations and meeting pattern changes must have prior approval from the college dean.

Spring 2016 Schedule Building

Round I – 02/02/15-02/27/15
Dept. schedules all classes in rooms allocated to college/dept.
Jumbo room requests are due 02/27/15.

Round II – 03/02/15-04/10/15
Colleges finalize schedule, self-audit and cleanup of schedule.
Schedule posted on the Web as tentative on 4/10/15.

Round III – 04/13/15-10/16/15
Homeless room requests are due 4/24/15.*See Notes pg 2.*
Minimal schedule adjustments only.
APSS audit and cleanup of schedule.
All lecture rooms scheduled exclusively by APSS after 4/24/15.
APSS completes remaining classroom assignments.

10/19/2015
Spring 2016 Registration Begins
All class cancellations and 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 you should schedule it in any room you have available. Having the class in a room will give you a resource to be able to trade for an alternative room. You may request a new room with the preferences desired after all the “homeless” classes have been placed.

**During Round II of schedule building** colleges and depts run self-audits on the class schedule and correct all scheduling errors such as non-standard times, wrong section numbers, incorrect AM times (2 AM instead of 2 PM), max enrollment greater than room capacity, etc. and to schedule any remaining homeless classes in any classroom available to the college. For the spring schedule building only, the end of Round II is set to coincide with the next fall semester 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. APSS will audit the class schedule and correct all scheduling errors. 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. 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.

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”, 9 a.m. to 2 p.m., 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.**

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 25 jumbo rooms ranging from 50 to 463 capacities. All jumbo rooms are also mediated (“smart”) rooms.

**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, a few weeks into Round III. 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 remain the same.** The schedule will be posted on the Web as tentative and all audit and clean-up of the schedule will be started at the end of Round II.