# Schedule Building Timeline 2012-2013

(for 2013-2014 schedule)

## Fall 2013 Schedule Building

**Round I** – 10/01/12-11/09/12  
Dept. schedules all classes in rooms allocated to college/dept.  
*Jumbo room requests are due 11/09/12.*

**Round II** – 11/12/12-1/04/13  
Colleges finalize schedule, clean up.  
Schedule posted on the Web as tentative on 1/04/13.  
*Homeless room requests are due 1/04/13.*

**Round III** – 1/07/12-4/12/13  
Minimal schedule adjustments only.  
All lecture rooms scheduled exclusively by APO.  
APO completes remaining classroom assignments.

4/15/2013  
Fall 2013 Registration Begins.  
*All class cancellations and meeting pattern changes must have prior approval from the college dean.*  
Changes to Common Final Exam Schedule due 4/12/2013.

## Spring 2014 Schedule Building

**Round I** – 2/04/13-3/08/13  
Dept. schedules all classes in rooms allocated to college/dept.  
*Jumbo room requests are due 3/08/13.*

**Round II** – 3/11/13-4/12/13  
Colleges finalize schedule, clean up.  
Schedule posted on the Web as tentative on 4/12/13.

**Round III** – 4/15/13-10/11/13  
*See Notes pg 2.*  
*All class cancellations and meeting pattern changes must have prior approval from the college dean.*  
Changes to Common Final Exam Schedule due 10/18/2013.

10/21/2013  
Spring 2014 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 trade for one that you would like. 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 work with APSS to correct all scheduling errors including non-standard times, wrong section numbers, incorrect AM times (2 AM instead of 2 PM) 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 semesters 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. 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 APO should only be made after all department and college allocated rooms have been completely filled. Requests to APSS for a room 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 defined as a room with 75 or more capacity. Classes with expected enrollment of 50 or more may submit a jumbo room request to be considered after all 75+ capacity classes have been placed. All jumbo rooms are also 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 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.