



Academic Scheduling 101

Process Overview and Timeline

Basics of PeopleSoft Class Scheduling

Academic Schedule Building

Class Build

- ▶ The fall and spring schedules are built independently, a year in advance
- ▶ Each new term is created by copying forward the last like term (Fall to Fall, Spring to Spring).
- ▶ Both Fall and Spring terms are copied forward in early September
- ▶ The official schedule building memo, with specific scheduling dates and deadlines, is posted in July on the APSS website and is emailed to campus at the beginning of each build term
- ▶ Schedulers can find more details on the timeline and process in Box
- ▶ Chairs can use the prior like term to begin considering their new term schedule build at ANY time
- ▶ 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
- ▶ Each College is allocated a subset of the 24-49 capacity general use lecture rooms for priority use during schedule build
 - ▶ The College determines which of their departments book classes in each room
- ▶ Schedulers have priority booking in these rooms during the first 8 weeks of each build cycle (Rounds 1-2) (decentralized)
- ▶ Schedulers always have exclusive access to book “their” spaces, such as labs
- ▶ Once in Round 3, all lecture rooms revert to APSS for exclusive booking (centralized)
- ▶ APSS always schedules the “jumbo”, aka 50+ capacity rooms
- ▶ Schedulers request additional rooms by the end of each Round (1=jumbo, 2=roomless)
- ▶ Periodic emails are sent during the process highlighting upcoming due dates, tasks and reminders

Timeline

(See Box APSS-Shared > CLASS-depts folder for Timeline)

REVISED Schedule Build Timeline for 2021-2022 AY

Fall 2021 Schedule Building

Round I – 11/2/20 – ~~12/4/20~~

Dept. schedules all classes in rooms allocated to college/dept
Jumbo room requests are due 12/4/20

Round II – 12/21/20 – 2/2/21

Colleges finalize schedule, self-audit and cleanup of schedule
Roomless requests are due 2/2/21

Round III – 2/3/21 – 4/23/21

Minimal schedule adjustments only
APSS audit and cleanup of schedule
All lecture rooms scheduled exclusively by APSS
Schedule available in public Class Search on **3/8/21**

4/26/2021

Fall 2021 Registration Begins
All meeting pattern changes must have prior approval from the college dean.

Spring 2022 Schedule Building

Round I – **4/5/21 – 4/30/21**

Dept. schedules all classes in rooms allocated to college/dept
Jumbo room requests are due 4/30/21

Round II – **5/3/21 – 5/28/21**

Colleges finalize schedule, self-audit and cleanup of schedule
Roomless requests are due 5/28/21

Round III – **6/1/21 – 10/22/21**

Minimal schedule adjustments only
APSS audit and cleanup of schedule
All lecture rooms scheduled exclusively by APSS
Schedule available in public Class Search on **6/7/21**

10/25/2021

Spring 2022 Registration Begins
All 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. This includes EXCLUSIVE (lab) spaces. 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 "roomless" 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 roomless 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 "roomless" room requests to APSS should only be made after **all** department and college allocated (exclusive AND priority allocated general use) 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 then the change must be approved in writing by the college dean.

Classes are **deleted** from the schedule **before** registration begins.

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

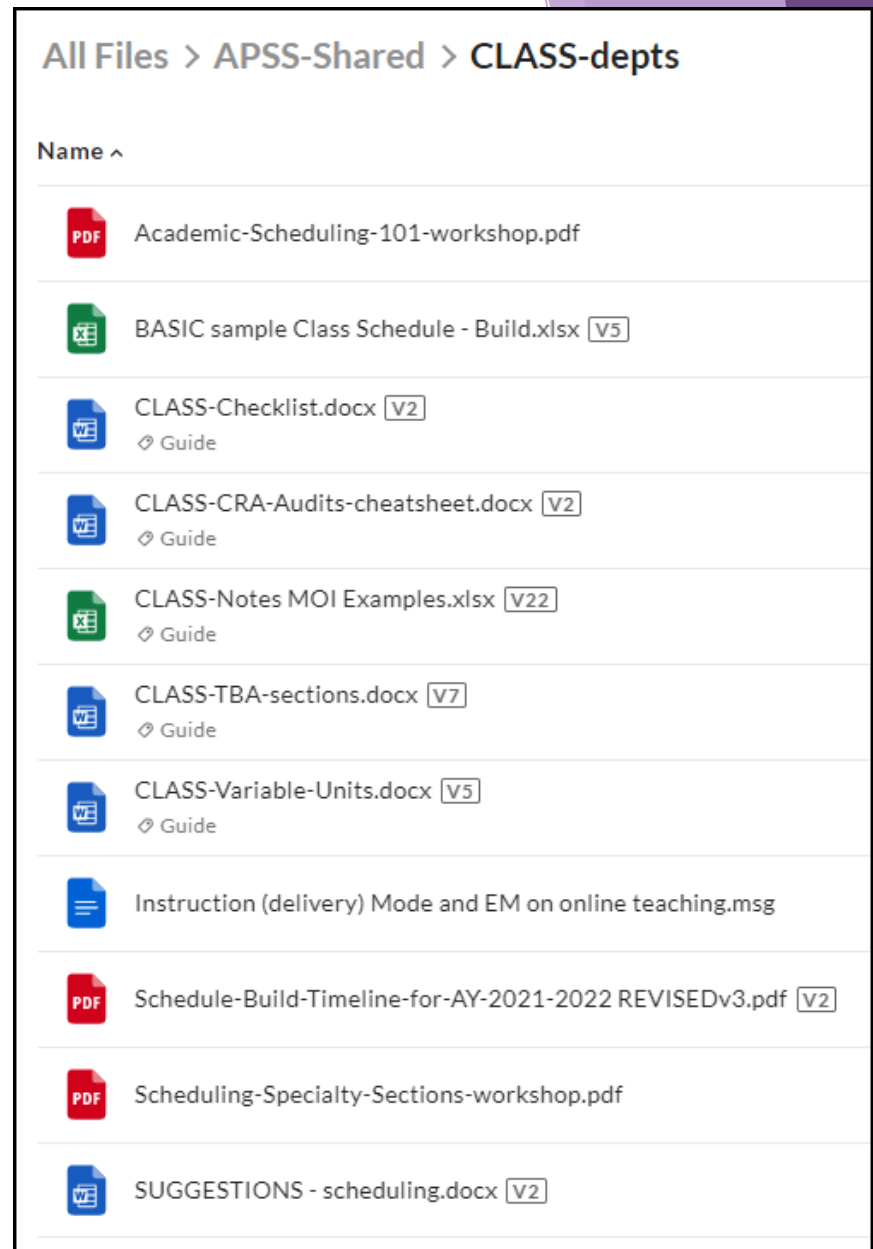
APSS-Shared folder

This is where you'll find a bunch of helpful guides, checklists, workshops, etc.

CLASS-depts is specific to schedule building.

As a member of "acadunitsupport", you have access to this set of folders.

This is what it looks like today, via Box Online:



The screenshot displays a file browser interface for the 'CLASS-depts' folder. The breadcrumb path is 'All Files > APSS-Shared > CLASS-depts'. The files listed are:

- Academic-Scheduling-101-workshop.pdf
- BASIC sample Class Schedule - Build.xlsx [V5]
- CLASS-Checklist.docx [V2] (Guide)
- CLASS-CRA-Audits-cheatsheet.docx [V2] (Guide)
- CLASS-Notes MOI Examples.xlsx [V22] (Guide)
- CLASS-TBA-sections.docx [V7] (Guide)
- CLASS-Variable-Units.docx [V5] (Guide)
- Instruction (delivery) Mode and EM on online teaching.msg
- Schedule-Build-Timeline-for-AY-2021-2022 REVISEDv3.pdf [V2]
- Scheduling-Specialty-Sections-workshop.pdf
- SUGGESTIONS - scheduling.docx [V2]

Schedule Building Rounds

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

- ▶ **Round I -- Departments schedule classes and then book in exclusive lab spaces and (24-49 cap) priority lecture rooms allocated to the department 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 roomless classes within their priority-allocated rooms**
 - ▶ Schedulers works with APSS to clean up all scheduling and class time errors
 - ▶ All general use lecture rooms revert to APSS for exclusive booking at the end of Round II
 - ▶ Roomless requests are due to APSS by 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
 - ▶ No section number changes
 - ▶ Term is viewable on the Class Schedule a few months prior to registration

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

- ▶ **This includes classes without enrollment**

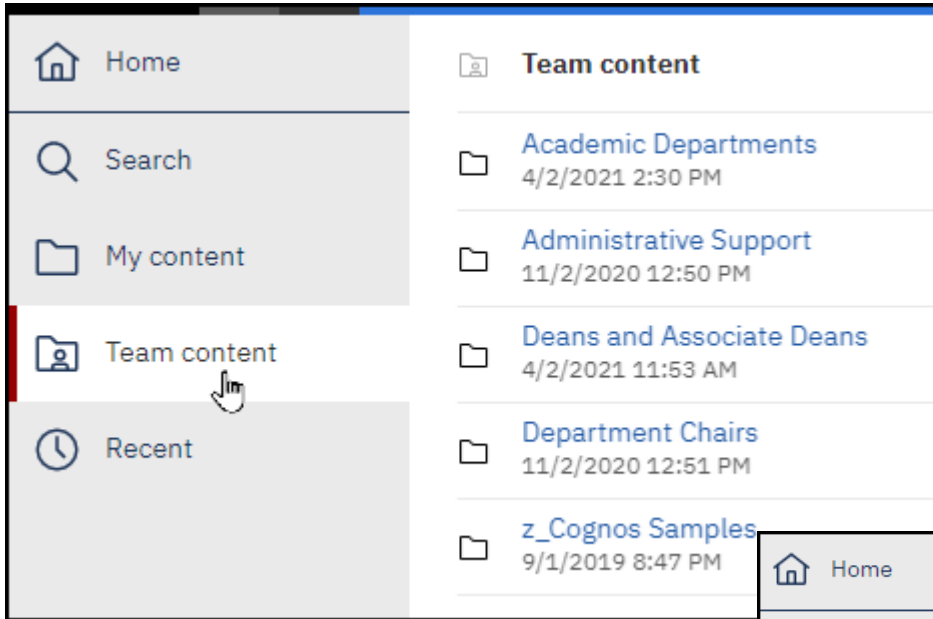
Preparing for Round I

- ▶ Prior academic year is copied to the new terms (“Term Roll”) approximately September 7
 - ▶ 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 Cognos “Class Schedule-Build” Report for the prior like term
 - ▶ 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, as well as your exclusive lab spaces

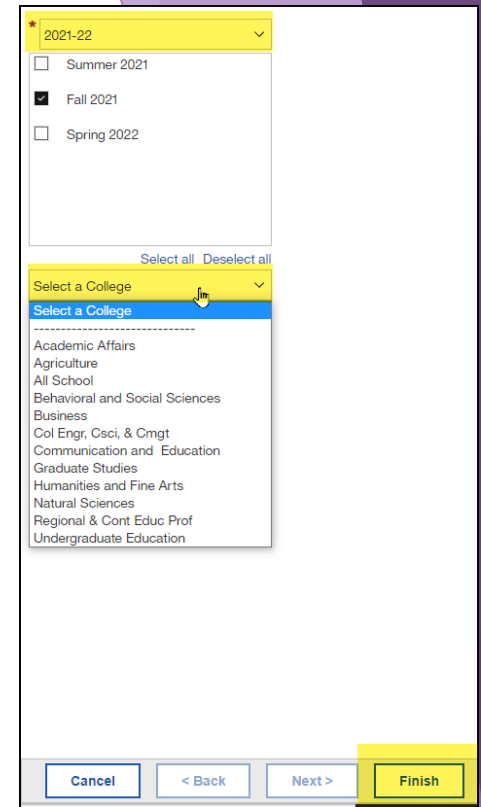
Cognos: Class Schedule-Build report

<https://www.csuchico.edu/data/>

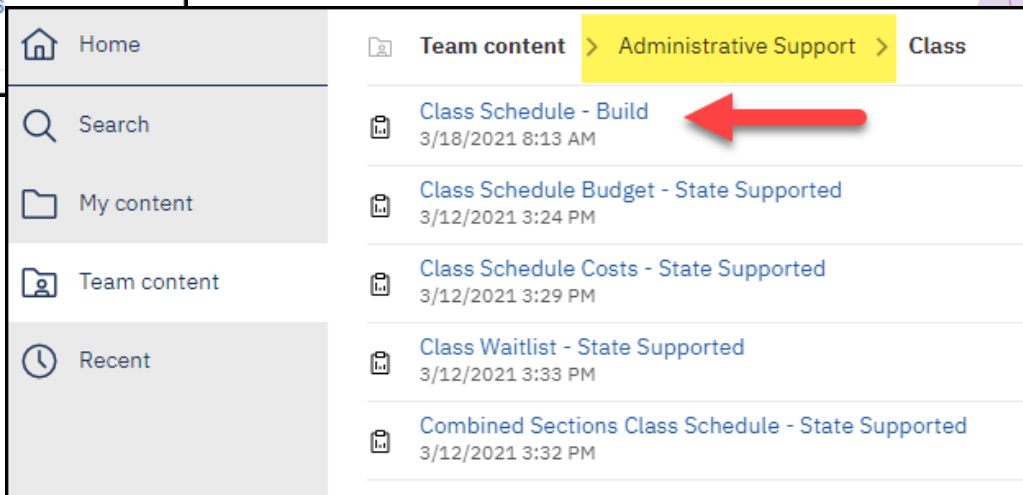
<https://bi.csuchico.edu/ibmcognos/bi/>



A screenshot of the Cognos navigation menu. The left sidebar contains icons and labels for Home, Search, My content, Team content, and Recent. The main area displays a list of folders under 'Team content': Academic Departments (4/2/2021 2:30 PM), Administrative Support (11/2/2020 12:50 PM), Deans and Associate Deans (4/2/2021 11:53 AM), Department Chairs (11/2/2020 12:51 PM), and z_Cognos Samples (9/1/2019 8:47 PM). A mouse cursor is pointing at the 'Team content' link in the sidebar.



A screenshot of a filter menu in Cognos. At the top, there is a dropdown menu for the year '2021-22' with three options: Summer 2021 (unchecked), Fall 2021 (checked), and Spring 2022 (unchecked). Below this are 'Select all' and 'Deselect all' links. Another dropdown menu is open for 'Select a College', showing a list of departments: Academic Affairs, Agriculture, All School, Behavioral and Social Sciences, Business, Col Engr, Csci, & Cmgt, Communication and Education, Graduate Studies, Humanities and Fine Arts, Natural Sciences, Regional & Cont Educ Prof, and Undergraduate Education. At the bottom, there are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.



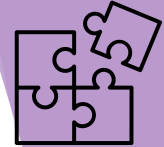
A screenshot of a Cognos report list. The breadcrumb navigation shows 'Home > Team content > Administrative Support > Class'. The list contains several reports, with a red arrow pointing to the first one: 'Class Schedule - Build' (3/18/2021 8:13 AM). Other reports include 'Class Schedule Budget - State Supported' (3/12/2021 3:24 PM), 'Class Schedule Costs - State Supported' (3/12/2021 3:29 PM), 'Class Waitlist - State Supported' (3/12/2021 3:33 PM), and 'Combined Sections Class Schedule - State Supported' (3/12/2021 3:32 PM).

Standard Scheduling Times

<https://www.csuchico.edu/apss/assets/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. [There's a form for that.](#)
 - ▶ Approval should be in place BEFORE booking a general use lecture room



Class Time Required

Every class has a Course Classification number (CS)

<https://www.csuchico.edu/apss/assets/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. See the TBA guide!



Round I

- ▶ Consult the Class Schedule-Build report of existing sections in PeopleSoft (from Cognos)
- ▶ Use *Maintain Schedule of Classes* to change / delete existing sections
- ▶ Use *Schedule New Course* to add classes that didn't roll
- ▶ After an overnight system refresh, audit class setups to check for errors
 - ▶ CRA Schedule Building audit jobs (see the [cheatsheet](#))
- ▶ Place as many of your classes as possible in your labs and priority allocation of 24-49 cap rooms
- ▶ Let your college know when you've maximized your allocation, so you can share lecture rooms with other departments in your college
- ▶ Enter Jumbo room requests by the deadline

Jumbo Lecture Rooms

- ▶ **Capacity of 50 or more**
- ▶ **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 room capacity (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

<u>Location</u>	<u>Capacity</u>	<u>Special Limitations</u>
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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	None
ARTS 111	112	None
ARTS 112	112	None
GLNN 212	99	None
PLMS 102	96	None
THMA 106	85	None
PAC 206	76	None

<u>Location</u>	<u>Capacity</u>	<u>Special Limitations</u>
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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:

<https://www.csuchico.edu/apss/scheduling/schedule-building/room-request.shtml>

Term should default to the active Round I/II build term

- Select your Department
 - Breathe...it takes 20 seconds to load the list of classes into the browser
 - **DON'T TOUCH THE EXCEL ICON at this point**
-
- ▶ This application is restricted each round to either JUMBO (50+) or ROOMLESS (< 50) sized classes
 - ▶ Classes with a STANDARD day/time meeting pattern are placed first
 - ▶ Add Remarks, including:
 - ❖ **ChicoFlex, if you need it**
 - ❖ **Alternate non-primetime meeting pattern option for classes scheduled during primetime**
 - ❖ Accessibility accommodations required by instructor
 - ❖ Back-to-Back section info (either for instructor OR for students!), subject-number-section
 - ❖ Features (required, or preferred), such as chalkboards
 - ▶ Save; at this point you can click the Excel icon to download a list of your requests for your own records. Do not send to APSS!

Round II

- ▶ Review a new Class Schedule-Build report with your Chair
- ▶ Use Maintain Schedule of Classes to finalize changes
- ▶ After an overnight system refresh, audit class setups to check for errors
 - ▶ CRA Schedule Building audit jobs (see the [cheatsheet](#))
- ▶ Place as many of your classes as possible in your college's remaining priority allocation of 24-49 cap general use lecture rooms
 - ▶ Colleges should plan to meet as a group and "share" allocations, at least 1 week before the end of Round II
- ▶ Enter Roomless class requests by the deadline
- ▶ Work with APSS to clean up audit findings that we send to you

- ▶ Only MINOR changes are expected after this point
 - ▶ MINOR changes include: adding a section, changing an instructor or room, deleting sections due to lack of resources
 - ▶ No section number changes unless you let APSS know



Standard Lecture Rooms

- ▶ Capacity from 24 to 49
- ▶ Not all rooms are ChicoFlex capable
- ▶ Each college/dept has a priority allocation of general use lecture rooms to schedule classes in during Rounds I and II of the schedule build
 - ▶ Schedulers should aim to return “your” classes to the college pool at the end of Round I, or sooner, for sharing!
- ▶ At the end of Round II all general use lecture rooms revert to APSS for exclusive, centralized booking
- ▶ **Departments submit their Roomless requests to APSS before the end of Round II:**
<https://emsint.csuchico.edu/APSS/RoomRequest/RoomRequest>
- ▶ Departments are allowed to book their own labs/exclusive spaces at all times, following the campus facilities use policy.
- ▶ **It is expected that classes will be placed in lab rooms by the end of Round II.**

What happens after Round II?

- ▶ **Round III** describes the period after roomless 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...
 - ▶ **ROOMS MUST BE REQUESTED THROUGH THE ACADEMIC ROOM REQUEST WORKFLOW (ARRW) via Astra**
 - ▶ <https://csuchico.box.com/v/Academic-Room-Request-Workflow>
- ▶ 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.

Here's how the magic happens...

- ▶ Use the **Class-Checklist**
 - ▶ It doesn't have pictures, but does walk you through an explanation of each field in Maintain that you need to pay attention to
- ▶ See the next set of slides for specifics on each Tab in Maintain Schedule of Classes
- ▶ Audit your setups
- ▶ Read the guides: guide name begins with "**CLASS-**"
- ▶ Ask questions!

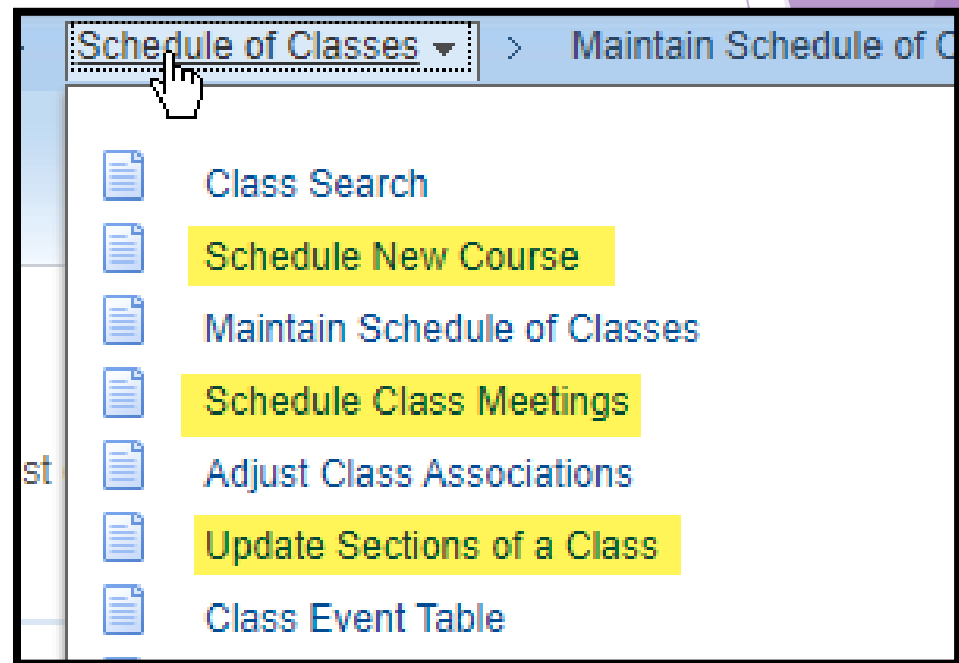


Maintain Schedule of Classes

Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

- ▶ Basic Data tab
- ▶ Meetings tab
- ▶ Enrollment Cntrl tab
- ▶ Notes tab
- ▶ Exams tab

- ▶ And also...
- ▶ Schedule New Course
- ▶ Schedule Class Meetings
- ▶ Update Sections of a Class



Maintain: Basic Data tab

Changes to Existing ("rolled") CLASS section(s)

- ▶ Class Schedule-Build Report
- ▶ Internal (Dept/College) schedule planner
- ▶ Only Delete **before** registration!

Creating a NEW class?

- ▶ Course = what's in the CATALOG
- ▶ Class = a section of a course, scheduled for a specific TERM
- ▶ Use Schedule New Course, rather than Maintain Schedule of Classes

Basic Data tab

Fields of importance:

- Class Section
- Component
- Class Type
- Associated Class
- Schedule Print
- Instruction Mode
- Class Attributes

Don't change anything else on this tab

The screenshot displays the 'Basic Data' tab of a system interface. The fields are organized into several sections:

- Session and Class Information:** *Session 1, *Class Section 01, *Component LEC, *Class Type Enrollment Section, *Associated Class 1, *Campus MAIN, *Location CHICO, Course Administrator, *Academic Organization 311, Academic Group 65, *Holiday Schedule ACAD, *Instruction Mode E, Primary Instr Section 01.
- Support and Dates:** Regular State Support, Class Nbr 4503, *Start/End Date 08/26/2019, Event ID 000129584.
- Units and Location:** Units 3.00, Main, California State Univ, Chico.
- Class Attributes:** Add Fee, Schedule Print, Student Specific, Dynamic Date Ca, Generate Class M, Sync Attendance, GL Interface Req.
- Class Topic:** Course Topic ID, Print Topic in Schedule.
- Equivalent Course Group:** Course Equivalent Course Group, Override Equivalent Course Group, Class Equivalent Course Group.
- Class Attributes Table:**

*Course Attribute	Description	*Course Attribute Value	Description
CLEV	Course Level	1	Lower Division

ChicoFlex

and Instruction Mode (MOI) and Notes and the never-ending COVID Fall 21

- ▶ CLASS-Notes MOI Examples spreadsheet
- ▶ Discussion...
- ▶ MOI “F”
 - ▶ Associated Class number still needs to be unique
 - ▶ Multi-component courses
 - ▶ Collapsing WTU:
 - ▶ Combined sections (APSS)
 - ▶ Adding the Chair/splitting the Load Factor (APSS?)
- ▶ Spring 2022 (2222) = In Person!
 - ▶ But ChicoFlex becomes Hyflex again and continues?

Basic Data tab

- ▶ DO NOT CHANGE THE TERM DATES ON THIS TAB
- ▶ Class Section = 2-digits for State Support classes
 - ▶ Start with 01; add next available number
 - ▶ Special setups start with 50 (U-Courses), 60 (Course Link), or 70 (Distance sections)
- ▶ Component = lecture/lab classes have more than one
- ▶ Class Type= only one type can be the Enroll component
- ▶ Associated Class = same as section number, minus the leading zero
 - ▶ Shared across multi-component sections
 - ▶ **PeopleSoft will mislead you!**
- ▶ Schedule Print = hides the class from the Class Schedule AND from searches for open classes
- ▶ **Instruction Mode = required to be correct, and is largely ignored**
 - ▶ Impacts faculty workload reporting

Instruction Mode

- ▶ Increasingly important for Faculty Workload reporting
- ▶ Required by the Chancellor for fully online course reporting and availability to CSU-wide students
- ▶ Defaults to catalog setting, which is nearly always not the best choice
 - ▶ change via request to APSS
- ▶ Shows on the Class Schedule

Attributes

Do not remove any existing attribute, unless you put it there

- ▶ **“+” AND ADD A ROW**
- ▶ Required for degree progress mapping
- ▶ Fully online (FONL)
- ▶ Blackboard (WBCT)
 - ▶ Not needed for combined sections!
- ▶ VPN permission
- ▶ Distance (CDOE)

Maintain: Meetings tab

Fields of importance:

- Meeting Pattern
 - Facility ID
 - Pat
 - Mtg Start/End
 - Start/End Dates
 - Meeting APDB Mapping Values

Class Sections Find | View All First 1 of 9 Last

Session: 1 Regular State Support Class Nbr: 4503 **Class APDB Mapping Values**
 Class Section: 01 Component: Lecture Event ID: 000129584
 Associated Class: 1 Units: 3.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 ARTS112 112 MW 2:00PM 2:50PM 08/26/2019 12/20/2019
 ARTS 112 Topic ID: Free Format Topic:
 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		000095317	Teasdale, Rachel A	Prim Ins	<input checked="" type="checkbox"/>	Approve		0	2360

- Instructors
 - ID, Access, Empl Rcd#
 - Workload tab
- Additional fields of interest in blue...you may not need to do anything with these, but, you might

Meetings tab

- ▶ Variable unit course?
 - ▶ Class APDB Mapping Values link, then Adjust Class Associations
- ▶ Facility
 - ▶ wwwonline = TBA pat, TBA hours
 - ▶ Exclusive use spaces (labs)
 - ▶ Round I jumbos requested, Round II roomless requested, Round III everything requested!!
- ▶ Meeting Pattern
 - ▶ TBAs: check out the [TBA-sections](#) guide in Box
 - ▶ Meeting APDB Mapping Values link
 - ▶ Space Type is important!
- ▶ Instructors on first mtg pattern only
 - ▶ Order entered affects Class Schedule display order
- ▶ Start/End dates can be changed on THIS tab
- ▶ Delete, then Save; do not overwrite

Instructor Empl Rcd

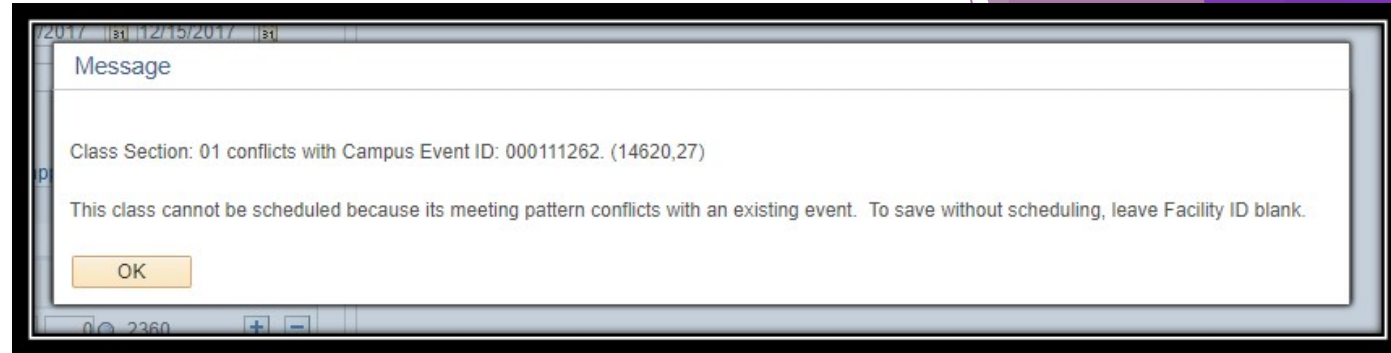
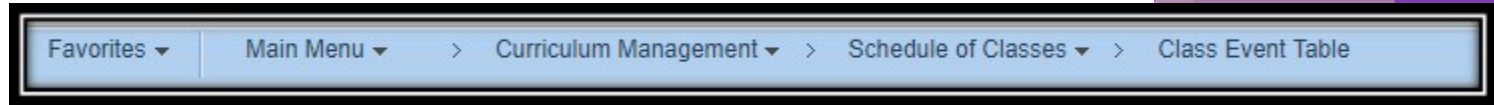
- ▶ Always use the magnifying glass to look up and verify
- ▶ PeopleSoft inserts whatever value it feels like
- ▶ Important for faculty workload
- ▶ Correct, Active record may not be available until contract is keyed by HR

Space Type

Meeting APDB Mapping Values link:

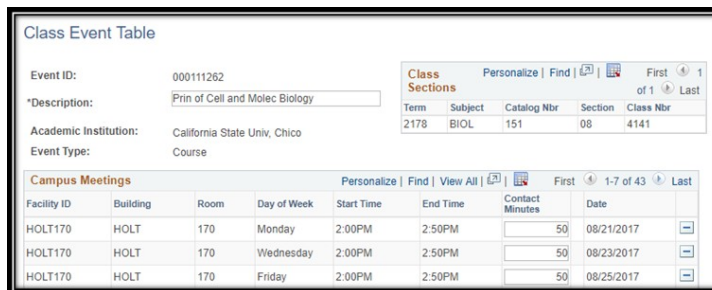
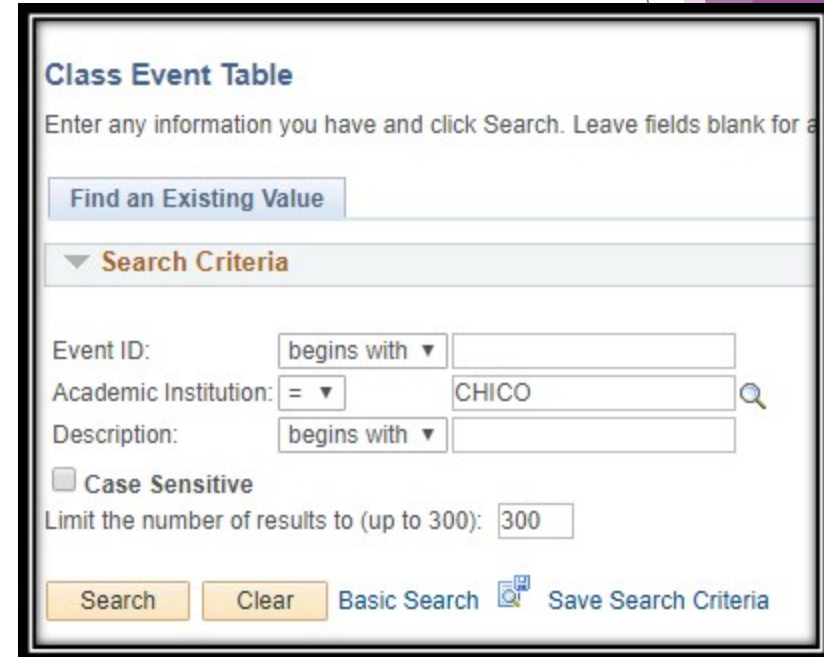
- ▶ 1 Lecture for any class meeting in a general use lecture room
- ▶ 2 Laboratory for any class meeting in an exclusive space (lab)
- ▶ 3 Non-Capacity for any wwonline class
 - ▶ Add TBA hours
- ▶ 3 Non-Capacity for any TBA (no room) class
 - ▶ Add TBA hours

Error booking a room?



When you see the error message like the one above:

- ▶ Go to the Class Event Table
- ▶ Copy the 9-digit number and paste into the Event ID field
- ▶ Click Search
- ▶ You'll be given ALL the meetings that conflict, but 99.9% of the time it's a single class already in that timeslot, causing the conflict!



Maintain: Enrollment Cntrl tab

Fields of importance:

- Class Status
 - Active or Cancelled
 - How to Cancel a class
- Add/Drop Consent
- Enrollment Cap
- Jumbo room requests
- Waitlist Cap
- 1st Auto Enroll Section

The screenshot shows a form for managing class enrollment. Key elements include:

- *Class Status:** A dropdown menu set to "Active".
- Class Type:** "Enrollment".
- Enrollment Status:** "Open".
- *Add Consent:** A dropdown menu set to "No Special Consent Required".
- *Drop Consent:** A dropdown menu set to "No Special Consent Required".
- 1st Auto Enroll Section:** A text input field with a red highlight.
- 2nd Auto Enroll Section:** An empty text input field.
- Resection to Section:** An empty text input field.
- Requested Room Capacity:** A text input field with the value "112".
- Enrollment Capacity:** A text input field with the value "72".
- Wait List Capacity:** A text input field with the value "72".
- Minimum Enrollment Nbr:** An empty text input field.
- roll from Wait List:** A checkbox.
- Cancel if Student Enrolled:** A checkbox.
- Cancel Class:** A button.

Maintain: Notes and Exams tabs

Notes: use “-” button to remove notes

- ▶ Effective with the new Class Schedule, you can add Note Rows by using the “+” sign
- ▶ Please use Notes to articulate MOI plan

Exams: View Only

- ▶ Use CRA #1405 for a listing by Term

Class Notes Find | View All

*Sequence Number

*Print Location

Note Nbr

Free Format Text:

Even if Class Not in Schedule

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | **Notes** | Exam | Textbook

Course ID: 000077 Course Offering Nbr: 1
Academic Institution: California State Univ, Chico
Term: Spring 2017 Undergrad
Subject Area: ACCT Accounting
Catalog Nbr: 201 Intro to Financial Accounting

Class Sections Find | View All First 1 of 4 Last

Session:	1	Component:	Regular State Support	Class Nbr:	1939
Class Section:	01	Units:	Lecture	Event ID:	000105385
Associated Class:	1	Final Exam:	3.00		
Exam Seat Spacing:	<input type="text" value="1"/>		Yes		

Class Exam Personalize | Find | First 1 of 1 Last

Exam Time Code	Combined Exam	*Exam Date	Exam Start	Exam End	*Class Exam Type	Facility ID	Building	Room
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Final	<input type="text"/>		

Audit your work



- ▶ CRA schedule building jobs – there are a LOT of them
 - ▶ **DON'T start at the top of the list...you'll never want to run audits again**
- ▶ Use the **cheatsheet** to shorten your list, depending on how much time you have for audits
- ▶ Some audits are not intuitive, so APSS will run them for you
 - ▶ CRA1498 is a great example
 - ▶ Every audit listed in the top paragraphs of the **cheatsheet** can be ignored for similar reasons—we'll let you know if there's a problem!
- ▶ See the [workshop on Reporting](#)

Other places you'll go...



Schedule Class Meetings

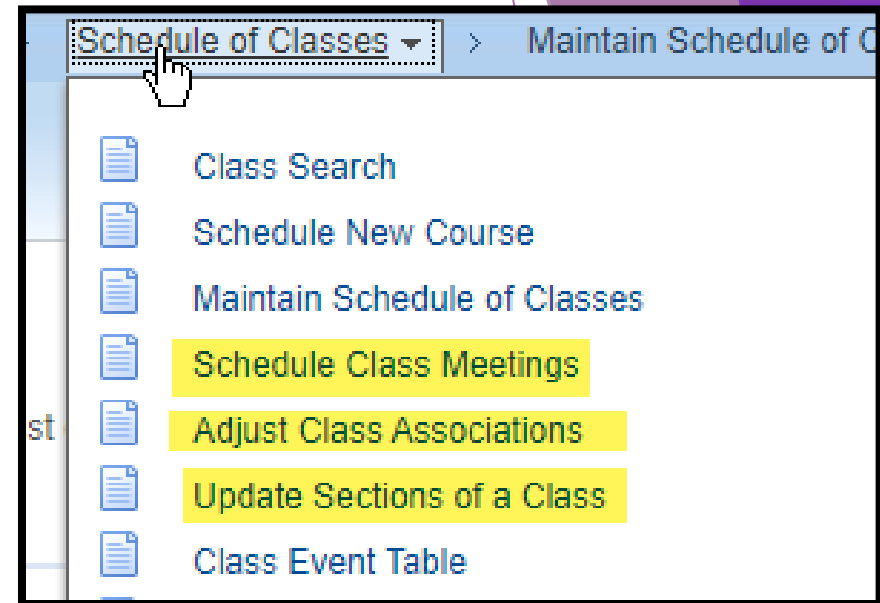
- ▶ Combined classes
 - ▶ Combined Sections Table
 - ▶ CRA #1366 to check these!

Adjust Class Associations

- ▶ Variable unit courses
- ▶ Check your associations (Basic Data tab)
- ▶ Check Class Requisites

Update Sections of a Class

- ▶ Multi-component classes



Combined Sections

Classes qualify for combination only if they share a ROOM, DAYS, TIMES, and INSTRUCTOR

Guide in progress

Multi-Component Classes

Guide in progress

Variable Unit classes

See [CLASS-Variable-Units guide](#)

Very few classes are variable unit; refer to your Course Inventory report

Distance sections

Companion sections for students outside of Chico
CDOE, Redding

Guide in progress

Course links & U-courses

Guide in progress

Special Topics ('98s) classes

<https://www.csuchico.edu/curriculum/academic-department-manual/special-topics-courses.shtml>

FAQs

How did my class get overenrolled?

- ▶ Enrollment Request Search

Why can't students enroll?

- ▶ Requisite troubleshooting: Adjust Class Associations, CRA840

How does FTES relate to WTU, and vice-versa?

- ▶ Good question from 3/3/20; stay tuned!

Resources

Jennifer L. Aceves, Academic Scheduling and APDB Specialist

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

Scheduling Specialty Sections workshop builds on this one!

https://www.csuchico.edu/apss/_assets/documents/scheduling-specialty-sections-workshop.pdf

Once the schedule is built, other questions will come up.

- Visit [Records and Registration](https://www.csuchico.edu/sro/registration/): <https://www.csuchico.edu/sro/registration/>

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

Click or hover on the “Academic Scheduling” link on the left navigation bar to find:

- ❖ Schedule Building, which has:
 - ❖ Policy Resources: Standard Scheduling Conventions, Course Classification (CS) Listing, Instruction Modes
 - ❖ Room Information: Jumbo and Lecture room lists, Classroom links, and other schedule build room-related links
 - ❖ Guides and Tips

This training revised April 11, 2021