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.
- The schedule building calendar with specific scheduling dates and deadlines is posted in July at www.csuchico.edu/apss.
- An official memo is emailed announcing the beginning of each term schedule build.
- 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.
- Departments and Colleges have priority booking in 24-49 cap rooms for a specific period of time (Rounds) (decentralized).
- After that specific period of time all lecture rooms revert to APSS for exclusive booking (centralized).
- Periodic emails are sent during the process highlighting upcoming due dates, tasks and reminders.
Timeline

https://csuchico.box.com/v/19-20-Schedule-Build-Timeline
Schedule Building Rounds

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

- **Round I** -- Departments schedule classes and then book (24-49 cap) in exclusive lab spaces and 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
  - Dept/College works with APSS to clean up all scheduling and class time errors
  - Any classes not placed in rooms are sent to APSS via “roomless” requests, for centralized booking after the end of Round II
  - All general use lecture rooms revert to APSS for exclusive booking at 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
  - Schedule is posted on the Web as tentative at the beginning of the prior term

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") during the first couple weeks of the fall semester
  - 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 Class Schedule 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
Round I

- Consult the Class Schedule Report of existing sections in PeopleSoft (from Insight)
- Use Maintain Schedule of Classes to change / delete existing sections
- Use Schedule New Course to add classes that aren’t in Maintain
- Run CRA Schedule Building audit jobs to check for errors in the class setup (see the cheat sheet)
- Enter Jumbo room requests by the deadline
- 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
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 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.
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!
Jumbo Lecture Rooms

- Capacity of 50 or more
- Mediated (“smart”)
- 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 rooms (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
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<th>Capacity</th>
<th>Special Limitations</th>
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<td>Available 8 a.m. – 12:50 p.m. only</td>
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<tr>
<td>PAC 134</td>
<td>210</td>
<td>MWF 8-8:50am, TR 8-9:15am only</td>
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Room Request Application
https://emsint.csuchico.edu/APSS/RoomRequest/RoomRequest

Check out the APSS website for instructions:
https://www.csuchico.edu/apss/schedule/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 or ROOMLESS sized classes
➤ Classes with a STANDARD day/time meeting pattern are placed first
➤ Add Remarks, including:
  ❖ SMART, if you need it (most do)
  ❖ 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!
Round II

- Consult the report of existing sections in PeopleSoft
- Use Maintain Schedule of Classes to finalize changes
- Run CRA Schedule Building audit jobs to check for errors in the class setup (see cheat sheet)
- Place as many of your classes as possible in your college’s remaining priority allocation of 24-49 cap general use lecture rooms
- 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 mediated ("smart")*

- Each college/dept has a priority allocation of standard lecture rooms to schedule classes in during Rounds I and II of the schedule build
  - Your department will most likely return “your” classes to the college pool at the end of Round I, or sooner!

- At the end of Round II all standard 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](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](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
- See the next set of slides for specifics on each Tab in Maintain Schedule of Classes
- Audit your setups
- Read the guides
- Ask questions!
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
Basic Data tab

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

- Class Schedule Report
  - [Link](https://insight-int.csuchico.edu/Reports/Pages/Report.aspx?ItemPath=%2fCourse-Class+Data%2fClass+Schedule+Report)
  - *Web Schedule isn’t ideal...BUT necessary to view NOTES*
- 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
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 60 (Course Link) or 59 (U-Courses), 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 web 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

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!
- Distance (CDOE)
Meetings tab

Fields of importance:
- Meeting Pattern
  - Facility ID
  - Pat
  - Mtg Start/End
  - Start/End Dates
  - Meeting APDB Mapping Values

- 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 https://csuchico.box.com/v/CLASS-TBA-sections
  - Meeting APDB Mapping Values link
    - Space Type is important!
  - Instructors on first mtg pattern only
    - Order entered affects web schedule display order
  - Start/End dates can be changed on THIS page
  - 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

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 wwwonline 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!
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
Notes and Exams tabs

**Notes**: use “-” button to remove notes

- Web Schedule only shows first note, so cram them all together!

**Exams**: View Only

- Use CRA #1405 for a listing by Term
Audit your work

- CRA schedule building jobs – there are a LOT of them
  - DO NOT start at the top of the list...you’ll never want to run audits again
- Use the Audits 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
https://csuchico.box.com/v/combined-sections

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

Multi-Component Classes
https://csuchico.box.com/v/multi-component
(guide in progress)

Variable Unit classes
https://csuchico.box.com/v/variable-units

Very few classes are variable unit; refer to your Course Inventory report
Distance sections
https://csuchico.box.com/v/Distance-setups

Companion sections for students outside of Chico
   CDOE
   Redding

Course links & U-courses
https://csuchico.box.com/v/linked-classes-guide

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
Resources

Jennifer L. Aceves, Academic Scheduling and APDB Specialist

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

Scheduling Specialty Sections workshop

http://www.csuchico.edu/apss

Click or hover on the “Class Schedule” link on the left navigation bar to find:

- Room Information: Smart Classroom listing, Classroom Set up & Photos
- Standard Scheduling Conventions
- Schedule Building Timeline
- Course Classification (CS) Listing
- Helpful guides (in progress – ask if you don’t see what you’re looking for!)

This training revised October 7, 2019