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**MEMORANDUM**

February 20, 2023

To: Provost Academic Council (PAC) **Jumbo Room Requests Due**  
Associate Deans and AA/S' **3/27/23**  
Department Chairs  
Department Schedulers **Roomless Requests Due**  
**4/24/23**

cc: Jerry Ross  
Michael Dills-Allen **Spring 2024 Registration begins**  
Tom Ussery **10/23/23**  
Facilities Reservations & Event Services

From: Jennifer L. Aceves  
Academic Publications and Scheduling Services

Subject: **SPRING 2024 Schedule Building**

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The spring 2024 term (2242) is now 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 2024 is self-supported. Please contact Regional and Continuing Education, x6105, with any questions regarding Winter Session 2024 classes.

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

- APSS Academic Scheduling resources: <https://www.csuchico.edu/apss/scheduling/schedule-building/schedule-building.shtml>
- Standard Time Scheduling Conventions (List of times classes can be offered):  
<https://www.csuchico.edu/apss/assets/documents/standard-scheduling-convention.pdf>
- Schedule Building Timeline -- Available to Department Schedulers in Box
- Cognos *Class Schedule – State Supported* report (List of classes with details helpful for schedule building): <https://bi.csuchico.edu/ibmcognos/bi/>

For academic scheduling we use three Rounds of schedule building. **All lecture rooms return to APSS 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 24, 2023.

**Spring Schedule Building Calendar**

**Round I** The first round runs from **February 20 through March 27**. 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 to be submitted to APSS using the [Room Request web application](#), **no later than March 27**. **All jumbo lecture rooms are scheduled exclusively by Academic Publications and Scheduling Services.**

**Round II** Round II runs from **March 27 through April 24**. This is the last Round for departments or colleges to book classes into their allocation of lecture rooms. **Beginning April 25, 2023, 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 24**, so that these classes can be placed in the remaining available lecture rooms.

**Round III** The final Round runs from **April 25 until October 20, 2023**.

**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 "roomless" classes have been placed.

**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.***

**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 ONLY before registration begins.**

**October 23, 2023** **Registration for spring 2024 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 should be approved by the college dean.

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