MEMORANDUM

October 2, 2017

To: Deans and AA/S’
   Associate Deans
   Department Chairs
   Department ASCs

Jumbo Room Requests Due
11/9/17

Homeless Room Requests Due
12/21/17

cc: Barbara Fortin
Daniel Parks
Tom Ussery
Holly Ferguson
Drew Maxwell
Mazi Noble

Fall 2018 Registration begins
4/16/18

From: Jennifer L. Aceves
   Academic Publications and Scheduling Services

Subject: FALL 2018 Schedule Building

The fall 2018 term (2188) 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. The spring 2019 term (2192) is also available to those that wish to begin building that term now. This is optional; due dates and benchmarks for the spring 2019 build are separate.

Summer Session 2018 is self-supported. Please contact Regional and Continuing Education, x6105 with any questions regarding Summer Session 2018 classes.

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

- APSS Class Schedule: [http://www.csuchico.edu/apss/schedule/index.shtml](http://www.csuchico.edu/apss/schedule/index.shtml)
- Standard Time Scheduling Conventions (List of times classes can be offered) [http://www.csuchico.edu/apss/documents/Standard_Scheduling_Convention.pdf](http://www.csuchico.edu/apss/documents/Standard_Scheduling_Convention.pdf)
- Schedule Building Reminders (Searchable Wiki with answers to common questions) [https://wiki.csuchico.edu/confluence/display/apokb/Schedule+Building+Reminders](https://wiki.csuchico.edu/confluence/display/apokb/Schedule+Building+Reminders)

For academic scheduling we use three Rounds of schedule building. All lecture rooms return to Academic Publications and Scheduling Services 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 December 21, 2017.
**Fall Schedule Building Calendar**

**Round I**
The first round runs from **October 2 through November 9**. 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 due by **November 9**. **All jumbo lecture rooms are scheduled exclusively by Academic Publications and Scheduling Services.**

**Round II**
Round II runs from **November 13 through December 21**. This is the last Round for departments or colleges to book classes into their allocation of lecture rooms. **Beginning January 2, 2018, 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 **December 21**, so that these classes can be placed in the remaining available lecture rooms.

**Round III**
The final Round runs from **January 2, 2018 until April 13, 2018**.

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 “homeless” 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 homeless 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 before registration begins.**

**April 16, 2018** - **Registration for fall 2018 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 must be approved by the college dean. Use the **Approval to Change the Meeting Pattern for a Class form** found on the APSS Class Schedule website and email the completed form to your Dean and APSS for approval.

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