MEMORANDUM

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

cc: Jerry Ross
    Michael Allen
    Tom Ussery
    Drew Maxwell
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From: Jennifer L. Aceves
   Academic Publications and Scheduling Services

Subject: FALL 2021 Schedule Building

The fall 2021 term (2218) 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 2022 term (2222) is also available to those that wish to begin building that term now. This is optional; due dates and benchmarks for the spring 2022 build are separate.

Summer Session 2021 is self-supported. Please contact Regional and Continuing Education, x6105, with any questions regarding Summer Session 2021 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](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](https://www.csuchico.edu/apss/_assets/documents/standard-scheduling-convention.pdf)

- Schedule Building Timeline -- Available to Department Schedulers in Box

- Cognos Class Schedule – Build report (List of classes with details helpful for schedule building): [https://bi.csuchico.edu/ibmcognos/bi/](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 **January 29, 2021.**
Fall Schedule Building Calendar

**Round I**
Round I is traditionally the “jumbo” round, where classes with a capacity of 50 or more request centrally managed large lecture spaces. For Fall 2021, this “round” has been merged with Round II to give department schedulers more time to adjust their class offerings to smaller class sizes, online instruction, and socially-distanced options.

**Round II**
Round II runs from December 7, 2020 through January 29, 2021. This is the last Round for departments or colleges to book classes into their allocation of lecture rooms. Beginning February 1, 2021, all lecture rooms (including all Hy-Flex spaces) 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 January 29, so that these classes can be placed in the remaining available lecture rooms.

**Round III**
The final Round runs from February 1 through April 23, 2021.

**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 before registration begins.*

**April 26, 2021 Registration for fall 2021 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 copy APSS, for approval.

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