Schedule Build Overview

Process Overview and Timeline
# 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](http://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


Schedule Building Timeline 2018-2019
(for the 2019-2020 schedule)

Fall 2018 Schedule Building

Round I – 10/8/18 – 11/16/18
Dept. schedules all classes in rooms allocated to college/dept
Jumbo room requests are due 11/16/18

Round II – 11/19/18 – 1/4/19
Colleges finalize schedule, self-audit and cleanup of schedule
Roomless requests are due 1/4/19

Round III – 1/7/19 – 4/5/19
Minimal schedule adjustments only
APSS audit and cleanup of schedule
All lecture rooms scheduled exclusively by APSS
Schedule posted on the Web as tentative on 1/22/19

4/9/2019
Fall 2019 Registration Begins
All meeting pattern changes must have prior approval from the college dean.

Spring 2020 Schedule Building

Round I – 1/29/19 – 3/8/19
Dept. schedules all classes in rooms allocated to college/dept
Jumbo room requests are due 3/8/19

Round II – 3/11/19 – 4/5/19
Colleges finalize schedule, self-audit and cleanup of schedule
Roomless requests are due 4/5/19

Round III – 4/8/19 – 10/11/19
Minimal schedule adjustments only
APSS audit and cleanup of schedule
All lecture rooms scheduled exclusively by APSS
Schedule posted on the Web as tentative on 8/22/19

10/4/2019
Spring 2020 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. 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 485 seats. All jumbo rooms are marked (“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 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.
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
  - 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 report of existing sections in PeopleSoft
- 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)

http://www.csuchico.edu/apss/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.
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
### Jumbo Lecture Room Details

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<th>Location</th>
<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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<td>PAC 134</td>
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Room Request Application
https://emsint.csuchico.edu/APSS/RoomRequest/RoomRequest

Check out the APSS website for instructions:
http://www.csuchico.edu/apss/schedule/Room%20Request%20Info.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 allowed 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

- Departments are allowed to book their own lab and conference rooms at all times, following the campus facilities use policy
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 = **email** APSS after searching Astra for a suitable room.
  
  - Subject line: “2198 room request GEOS 250-02”
  
  - Body = keep it simple! No need for long explanations, salutations, etc. Do your research, send me the details, save some time!

  - GEOS 250-02
  - TR 2-3:15
  - 30
  - ARTS 107

- **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.
Resources

Jennifer L. Aceves, Coordinator of Academic Scheduling and Workload Reporting

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

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 July 16, 2018