SCHEDULE OF CLASSES/REGISTRATION TASK TIMELINE

Now
Through
Monday, February 26
There are no extensions to this deadline!
	Departments begin to build the Fall 2024 schedule of classes.
	The URO scheduling team rolled over past fall 2023 course offerings to create the fall 2024 schedule as a starting point.
	
	• We rolled over ALL codes under additional technology.
	• We rolled over all Spring 2024 teaching spaces and capacities to Fall 2024.
	
	Important References!
	• Read and review the standard course meeting times and moratorium guidelines. It is expected that **all** course meeting times abide by the standards below, <u>regardless</u> of teaching space. Standard meeting times minimize student course schedule conflicts, affords student scheduling flexibility across programs, and maximizes teaching spaces. All course meeting times will be reviewed by the University Registrar's Office for compliance.
	• Visit the scheduling guide to assist with S3 and non-S3 schedule of classes actions and questions.
	• Visit the university teaching spaces for Fall 2024 and verify your department space capacities are listed correctly.
	
	For each course/section offering:
	• Solicit feedback from your faculty regarding course times and room needs. Tab through **all** fields in the S3 sections: section detail pages for completeness including section details, cross-lists, and meetings sections. Tabbing through all fields invokes validations.
	• **Alert:** The MWF schedule is the most requested meeting time particularly for 80 minute classes which in turn also has the largest impact of not receiving a teaching space. If some courses can move to the TR meeting time, this will alleviate the impact on MWF teaching space requests. Also, if your department needs to change a course time that has been historically held at the same meeting time, please contact us for suggestions. In some cases, a teaching space may not be avaible if is either moved from it's historic time or a new to the schedule. Please spread your teaching times as best as possible across the day.
	• **Required:** Use standard start times and standard class lengths. Examine meeting times vs course units to ensure appropriate meeting times, possibly reducing 2-hour blocks to 1-hour 20-minutes where possible. Be sure to abide by the new standard times and spread your course offerings across all teaching times throughout the day including 8:00 a.m.
	• **Required:** Schedule department and college learning spaces (i.e., classrooms) **FIRST** and to maximize those spaces before requesting centrally controlled space. Please ensure there are no conflicts. Department spaces are listed as reg_schedule = N on S3 meeting details. If a space is not displaying on S3, contact *courses@andrew.cmu.edu*.
	• **Required:** Limit course offerings to 60% during peak start times between 10 to 3 PM; this includes both undergraduate and graduate courses.
	• **Required:** Use past enrollment history (i circle) to set the MAX enrollment limit. URO will limit max enrollments to 5% of previous semesters (being mindful of courses with large drop rates).
	• **Required:** Single meeting days must be:
	   ○ 1. paired/partnered with other courses at department level OR
	   ○ 2. scheduled in department spaces, OR
	   ○ 3. moved to non-peak periods
	• **Required:** Using the **additional technology field** under the section details:
	   ○ Indicate core/required courses by selecting code **00**.
	   ○ Ask faculty about additional teaching preferences. All central teaching spaces are equipped with similar technology, but we don't know about special requests. This information also assists Technology Enhanced Services (media tech) to better service faculty or to assign space. For example, indicate course/sections that need video conferencing, computing lab operating systems, demo carts, boards, etc.

- o Faculty needing physical accommodation should be coded as **70** <u>AND</u> send an email indicating the specific accommodation (physical access to the learning space, chalk sensitivity/allergy, etc.) to *courses@andrew.cmu.edu* with the subject line "F23 Faculty Accommodation".
- Course delivery modalities (delivery mode) per section remain the same from last fall:
  - ➤ **IPE (In person expected):** Delivered in-person (such as in a classroom). Students are expected to be in the classroom during the course's scheduled meeting time. Expect in-person engagement unless short-term illness or required quarantine prevents attendance. Students intended to be remote in Fall 2023 cannot register for these sections. Student presence flag = Y
  - ➤ **PER (In person expected (rotation):** Delivered in-person (such as in a classroom) with students attending on a rotating basis. When "off rotation," students do asynchronous coursework (i.e., watch a video, read/review material); they **do not** attend synchronously via Zoom. Student presence flag = Y
  - ➤ **IPO (In person only):** Delivered in-person (such as in a classroom). Students will be in the classroom during the course's scheduled meeting time. Reserved for courses where classroom facilities are required. These sections are designed for dedicated spaces (e.g., labs, studios). Student presence flag = Y
  - ➤ **REO (Remote Only):** Delivered remotely via technology. Students will attend remotely during the course's scheduled meeting time. These sections meet only remotely, with no in-person on-campus component. Due to new regulations going into effect July 2021, REO sections must have a written plan for regular and substantive engagement between faculty and students. A course may have a REO lecture section and IPE recitation section, which are coded separately at the section level. Student presence flag = Y or N (based upon faculty preference)
  - ➤ **IPR – In Person Plus Remote:** Uses a combined approach of in-person attendance (such as in a classroom) and remote technology. Students may choose to attend in-person or remotely during the course's scheduled meeting time. Student presence flag = Y
  - ➤ **IRR - In Person (Rotation) + Remote**: Uses a combined approach of remote technology and rotating in-person attendance (i.e., if a course meets on MW, some attend in-person on M and remotely on W, others attend remotely on M and in-person on W). Students may choose to attend in-person or remotely during the course's scheduled meeting time. This modality involves synchronous in-person <u>&</u> remote engagement. Student presence flag = Y
  - ➤ **IPT - In Person + Technology:** Delivered in a classroom via synchronous technology while the instructor is at a different teaching location. Students are expected to be in the classroom during the course's scheduled meeting time. IPT courses meet the criteria to be considered in-person for international students to align with immigration regulations and remote to align with federal financial aid requirements.
- All **cross-listed** courses must be managed in S3 regardless of teaching space. This includes sharing a space between sections. Maintain cross-listed information under the Registrar tab under Maintenance called**: Course Cross-Listed Maintenance**. Remove cross-lists where applicable. Max sizes between cross-listed courses/sections will be summed to assign a centrally controlled classroom. Refer to the scheduling guide for more information.
- If the building/room is listed as TBA or DNM, it is not the responsibility of the URO to assign a space. It is assumed that the course does not meet (DNM) or will meet in a faculty office or space that is NOT centrally controlled (TBA). It is best to understand the instructor intention when they list TBA. Asking for central controlled after this deadline may require a time change due to space availability.
- If changing a course from a full semester to a mini or vice versa, send email to *courses@andrew.cmu.edu*.
- View your course scheduling progress and modifications

	o Check the Schedule of Classes website the following day. The schedule of classes website refreshes nightly. o For SDW users, there is a canned report is called 'Schedule of Classes Report' this report refreshes nightly. If you don't have access to view this report on Tableau, send email to *sdw@andrew.cmu.edu*.
DEADLINE: **Monday, February 26** *There are no extensions to this deadline!*	The S3 Sections: Section Details screen will be shut off after this date. Before Monday, February 26, please **verify** the following information: • Are meeting times correct and following the standard times and moratorium guidelines? Please check am and pm times. • Are cross-listed course meeting days & times matching for all cross-listed or same space courses/sections relationships? Are the max sizes set correctly so the proper size teaching space will be scheduled? Cross-listed courses will sum the max sizes to assign a space. • Is additional technology noted for core courses, video conferencing, preferred boards, carts, computing lab operating system and faculty accommodations? • Are the correct course delivery modes assigned? • Were moratorium requests for undergraduate courses teaching between 4:50pm-6:50pm sent to *jp7p@andrew.cmu.edu* for approval? • **Special note on course adds/changes after February 26**: All new course additions or changes requesting central (registrar) teaching space assignments will be **held from processing** until after the schedule of classes is posted on March 25. It's important to meet the February 26 deadline.

Tuesday, February 26
Through
Friday, March 22
	The University Registrar's Office scheduling team reviews all standard times and begins to optimize schedule central teaching space requests. Note: We are loading all courses for all teaching spaces to 25live. Please be sure your information is correct.
	
	IN THE MEANTIME, …
	To prepare for public viewing of the Fall 2024 Schedule of Classes (SOC) and SIO, review and update the following information for student advising and planning purposes.
	• S3 Course Summary for course titles, units, grade option, course description, course profile, and course URLs. Note that units and grade options impact course registration.
	• Incorrect department URLs should be sent to *courses@andrew.cmu.edu*.
	• S3 Registration screens (under Sections tab - Registration section). For course registration questions, send email to *registration@andrew.cmu.edu*.
	    o Course Reservations
	    o Course Message
	    o Manage Pre-requisites
	    o Manage Co-requisites
	• Faculty may be updated in S3: Course: Section: Section Details: Instructor section anytime. Faculty must be added in Workday first and have an Andrew ID assigned.
	    o For new faculty with special appointments, send email to *courses@andrew.cmu.edu* with their name and Andrew ID (@andrew.cmu.edu) and department.
	• Advisors are assigned to students.
	• For course adds, changes or cancellations, send email to *courses@andrew.cmu.edu*.
	• **Special note on course adds/changes after February 26**: All new course additions or changes requesting central(registrar) teaching space assignments will be **held from processing** until after the schedule of classes is posted on March 25, 2024.

SCHEDULE OF CLASSES/REGISTRATION TASK TIMELINE

	Note: Departments have until April 14 to make changes to the S3 <u>registration</u> screens. However, students and advisors will be viewing the schedule of classes on March 25, 2024. *It is recommended to update the above information by the March 22 deadline to display in the Schedule of Classes (SOC) publish date for advising and planning purposes.*
Monday, March 25	**Publish the Fall 2024 Schedule of Classes for all locations.**

Monday, March 25 thru Sunday, April 14	Departments continue to have until April 14 to modify the S3 <u>registration</u> screen and course summary information. Note that modifications will display on SIO and the schedule of classes as students and advisors are planning schedules.
	
	Verify the following information:
	• Registration information in S3: Course: Sections: Registration section, which includes the following functions:
	  o Course Reservations
	  o Course Message
	  o Manage Pre-requisites
	  o Manage Co-requisites
	  For course registration questions, send email to *registration@andrew.cmu.edu*
	• Course titles, units, grade option, course description, course profile, and course URLs found on the S3: Course: Summary. Note that course units and grade options impact course registration.
	• For course section modification (times, modality, etc.), send email to *courses@andrew.cmu.edu*
	
	Changes during registration week and after registration week will impact student schedules and possibly waitlists.

Monday, April 15 – Friday, April 19, 2024	**Fall 2024 Registration Week**
After Registration Week	Specific changes after registration week will impact student schedules and possibly waitlists. The following changes may occur. • Course titles, descriptions, profile, and catalog flags on S3: Course Summary at any time. • Faculty listing in S3: Course: Sections: Section Details at any time before the last day of class. • Course messages in S3: Course: Registration: Course Message at any time. Any other changes should be directed as follows: • Course section changes to *courses@andrew.cmu.edu* • Advisor/registration/reservation screen questions to *registration@andrew.cmu.edu*