## SCHEDULE OF CLASSES TASK TIMELINE

### Now Through Monday, February 27

Get feedback from your faculty and begin building the Fall 2017 schedule of classes.

- View your “in progress” schedule of classes in the Student Data Warehouse System (SDW). The canned report is called Schedule of Classes Report. If you don’t have access to view this report on SDW, send email to courses@andrew.cmu.edu.
- Visit the scheduling guide to assist with S3 and processing questions such as creating a brand new course; changing titles, units, flipping mini to semester sections and creating/updating new sections. [http://www.cmu.edu/es/scheduling/index.html](http://www.cmu.edu/es/scheduling/index.html)
- To do:
  - Review the standard teaching times as outlined in the standard meeting times guidelines [http://www.cmu.edu/es/forms/standard-times-fall.pdf](http://www.cmu.edu/es/forms/standard-times-fall.pdf). Courses with non-standard times requesting a registrar classroom/cluster will not be honored.
  - Enter the correct max enrollment sizes! If cross-listing, be sure to enter your departments max size for the cross-listed course. All cross-listed course max sizes will be summed to assign a classroom.
  - Ask faculty about additional technology needs. Be sure to the code this section for physically challenged faculty, cluster operating system, boards and video conferencing in the additional technology field in the S3: Sections Details screen regardless of the classroom. *This is important for Media Technology to better service faculty and for assigning correct clusters.*
  - Send any explicit or special requests to ‘courses@andrew.cmu.edu’. Please do not assume that we know or recall special arrangements from past semesters.
- Check with other departments regarding cross-listed courses and fill out the cross-list form [http://www.cmu.edu/es/forms/cross-list.pdf](http://www.cmu.edu/es/forms/cross-list.pdf) AND code the additional technology field. Review max sizes. Sections max sizes between cross-listed course/sections will be summed to assign a registrar classroom.
- Fill out the back to back form [http://www.cmu.edu/es/forms/b2b.pdf](http://www.cmu.edu/es/forms/b2b.pdf) for those faculty teaching back to back course times.

### DEADLINE: Monday, February 27

The S3 Course screens are un-accessible after this date.

Verify the following information:

- meeting times are correct and listing standard times;
- am or pm times are posted and not conflicting;
- cross-list and back to back forms are sent to University Registrar’s Office, fax: x86651 or send to courses@andrew.cmu.edu;
- cross-listed course meeting days & times match for all cross-listed courses; and
- additional technology is noted for all courses, in particular, for video conferencing;
- moratorium requests for undergraduate courses only that are offered between 4:30 p.m. and 6:30 p.m. must be sent to ip7p@andrew.cmu.edu for approval.
# SCHEDULE OF CLASSES TASK TIMELINE

## Tuesday, February 28 Through Friday, March 24

The University Registrar’s Office scheduling team begins to schedule university classrooms. Departments are notified of time and room conflicts as well as homeless courses (TBD TBD).

**IN THE MEANIME...**

Review/update the following course-related information to appear correctly on the Fall 2017 Schedule of Classes (SOC) webpage and SIO for public viewing.

- Update Registration information in S3: Course: Sections: Registration section which includes the following functions:
  - Course Reservations
  - Course Message
  - Manage Pre-requisites
  - Manage Co-requisites
- Update titles, units and grading options on S3: Course: Summary
- If changing a course from a full semester to a mini or vice versa, send email to courses@andrew.cmu.edu.
- Course descriptions and course URLs should be updated in S3: Course: Summary screen.
- Incorrect department URLs should be sent to courses@andrew.cmu.edu.
- Faculty can be updated in S3: Course: Section: Section Details screen anytime.
  - For new faculty only: send email to courses@andrew.cmu.edu with their name and Andrew id (@andrew.cmu.edu) and department.
- For adding new advisors, send email to registration@andrew.cmu.edu.
- For any registration questions, send email to registration@andrew.cmu.edu.

**Note:**
Departments have until April 23 to make changes to the S3 registration screens. However, students and advisors will be viewing the schedule of classes on the posted release date on March 27. It is best to update the above information by the March 17.

## Monday, March 27

**Fall 2017 Schedule of Classes posts to public.**

## Monday, April 17

**Course Registration Deadline before Registration Week**

- For course reservation, pre-requisite, co-requisite or message questions, etc., send email to registration@andrew.cmu.edu.
- For course sections changes to titles, units, grading options, mini status, meeting time, etc., send email to courses@andrew.cmu.edu.

## April 24 - 28

**Fall 2017 Registration Week**

## After Registration Week

- Send all course-sections changes (URO classrooms and clusters) to courses@andrew.cmu.edu.
- Send advisor/registration/reservation screen questions to registration@andrew.cmu.edu.
- Update course titles, descriptions and catalog flags on S3: Course Summary at any time.
- Update faculty in S3: Course: Sections: Section Details at any time.
- Update course notes in S3: Course: Registration: Course Message.