### SCHEDULE OF CLASSES TASK TIMELINE

<table>
<thead>
<tr>
<th>Now Through Monday, September 18</th>
<th>Get feedback from your faculty and begin building the Spring 2018 course schedule.</th>
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<td>• 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 <a href="mailto:courses@andrew.cmu.edu">courses@andrew.cmu.edu</a>.</td>
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<td></td>
<td>• Visit the scheduling guide to assist with S3 and processing questions such as creating a brand new course; changing titles, units, minis and creating/updating new sections. <a href="http://www.cmu.edu/es/scheduling/index.html">http://www.cmu.edu/es/scheduling/index.html</a></td>
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|                                  | • Notes:  
|                                  |   o Be sure to 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 total to assign a classroom.  
|                                  |   o Ask about additional technology needs from faculty. 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: Sections Details screen regardless of the classroom. *This is important for Media Technology to better service faculty and for assigning correct clusters.*  
|                                  |   o Be sure to use 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.  
|                                  |   o Send any explicit or special requests to courses@andrew.cmu.edu’. Please do not assume that we know or recall special arrangements from the past.  
|                                  | • 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.  
|                                  | • 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. |
| Tuesday, September 19 | The S3 Course screens are un-accessible after this date. Verify the following information: |
| Tuesday, September 19 Through Friday, October 13 | • meeting times are correct and listing standard times for the Pittsburgh Campus;  
|                                                  | • 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;  
|                                                  | • additional technology is noted for all courses, in particular, for video conferencing;  
|                                                  | • cross-listed course meeting days & times match for all cross-listed courses; and  
|                                                  | • Moratorium requests for undergraduate courses offered ending/beginning between 4:30 p.m. and 6:30 p.m. must be sent to jp7p@andrew.cmu.edu for approval.  
| Tuesday, September 19 Through Friday, October 13 | University Registrar’s Office begins to schedule university classrooms. IN THE MEANIME... Departments must update the following course-related information to appear correctly on the Spring 2018 Schedule of Classes (SOC) webpage and SIO for public viewing.  
|                                                  | • Course descriptions and course URLs should be updated in S3: Course: Summary screen.  
|                                                  | • Incorrect department URLs should be sent to courses@andrew.cmu.edu.  
|                                                  | • Update titles, units and grading options on S3: Course: Summary  
|                                                  | • If changing a course from a full semester to a mini, send email to courses@andrew.cmu.edu.  
|                                                  | • Faculty can be updated in S3: Course: Section: Section Details screen.  
|                                                  |   o For new faculty, send email to courses@andrew.cmu.edu with their name and Andrew (domain) id and department. |
## SCHEDULE OF CLASSES TASK TIMELINE

| Monday, October 16 Through Friday, October 20 | • Update Registration information in S3: Course: Sections: Registration which includes the following areas:  
  o Course Reservations  
  o Course Message  
  o Manage Pre-requisites  
  o Manage Co-requisites  
• 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 November 6 to make changes to the S3 registration screens BUT students and advisors will be viewing this information on October 23 when the Schedule of Classes (SOC) is released to the public & SIO. It is best to update this information by the October 20.

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<tr>
<th>Friday, October 20</th>
<th>Non-Pittsburgh campus deadline to submit Spring 2018 schedule of classes.</th>
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<tr>
<td>Monday, October 16 Through Friday, October 20</td>
<td><strong>IMPORTANT:</strong> The University Registrar’s Office posts classroom assignments on the Schedule of Classes (SOC) website. Unassigned classrooms (TBD TBD) are reported to departments. Departments NEED TO RESOLVE ALL UNASSIGNED classroom issues PRIOR to registration. Any other course changes should be sent to <a href="mailto:courses@andrew.cmu.edu">courses@andrew.cmu.edu</a>.</td>
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<tr>
<td>Schedule of Classes (SOC) Posting Date: Monday, October 23</td>
<td>Spring 2018 Schedule of Classes posts to public.</td>
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| Monday, November 6 | 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. |
| November 13 to 17 | Spring 2018 Registration Week |
| After Registration Week | • Send all course-sections changes (URO classrooms and clusters) to courses@andrew.cmu.edu.  
• Send registration/reservation screen questions to registration@andrew.cmu.edu.  
• Update course titles, descriptions and catalog flags on S3: Course Summary.  
• Update faculty in S3: Course: Sections: Section Details at any time.  
• Update course notes in S3: Course: Registration: Course Message. |