## SCHEDULE OF CLASSES TASK TIMELINE

**Now Through Friday, October 2**

Get feedback from your faculty and begin building the Spring 2016 course schedule.

- 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.
- Documentation on the scheduling process can be found on the HUB Faculty/Staff website at [http://www.cmu.edu/es/scheduling/index.html](http://www.cmu.edu/es/scheduling/index.html).
- To create a new course: Find a Course: at the top right Gear wheel: Add Course. This is only used if the course doesn’t exist in the system.
- To change titles, units, minis, etc., update in BOTH S3: Course: Summary and S3: Semester Course Information screen (at the bottom of the summary page).
- To add a new section, choose S3: Course: Sections: Summary: at the top right Gear wheel or S3: Course: Sections: Section Details at the top right Gear wheel.
- To change section information in S3: Sections: Section Details.
  - Confirm/un-confirm existing sections
  - Be sure to enter the correct max enrollment sizes!
  - Ask about additional technology needs from faculty. Be sure to the code this section for cross-list, physically challenged faculty, back to back courses, 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.**
  - Be sure to use standard teaching times as outlined in the standard meeting times guidelines [http://www.cmu.edu/es/forms/standard-times-spring.pdf](http://www.cmu.edu/es/forms/standard-times-spring.pdf).
  - Clusters will be scheduled by the University Registrar’s Office, except for CFA clusters. Be sure to enter desired cluster in the meetings section and the operating system in the additional technology fields on S3: Sections: Section Details. CFA cluster requests must be submitted via SpaceQuest (25live) for scheduling.
- 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) in addition to coding additional technology field as cross-list. Be sure the max size includes all cross-listed courses in order to get a large enough 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: Friday, October 2**

The S3 Course screens are un-accessible after this date. Verify the following information:

- All course meeting times are correct and listing standard times for the Pittsburgh Campus.
- Check am or pm times.
- Check that the registrar scheduled room flag is correct.
- Cross-list and back to back forms are due to University Registrar’s Office, fax: x86651 or send to courses@andrew.cmu.edu.
- Media equipment is noted for all courses in particular video conferencing.
# SCHEDULE OF CLASSES TASK TIMELINE

<table>
<thead>
<tr>
<th>Monday, October 5 Through Friday, October 23</th>
<th>University Registrar’s Office begins to schedule University classrooms.</th>
</tr>
</thead>
</table>

**IN THE MEANIME...**

Departments must update the following course-related information to appear correctly on the Spring 2016 Schedule of classes (SOC) webpage and SIO for public viewing.

- Course descriptions and course URLs should be updated in S3: Course: Summary screen for both undergraduate and graduate courses.
- Incorrect department URLs should be sent to courses@andrew.cmu.edu.
- Update titles, units, grading options and mini’s on S3: Course: Summary
- If changing a course from a full semester section to a mini section, send email to courses@andrew.cmu.edu.
- Faculty can be updated in S3: Course: Section: Section Details screen.
  - For new faculty, send email to courses@andrew.cmu.edu with their name and Andrew (domain) id. We will add them to the S3.

<table>
<thead>
<tr>
<th>Monday, October 5 Through Friday, October 23</th>
<th>Update Registration information in S3: Course: Sections: Registration which includes the following areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>o Course Reservations</td>
</tr>
<tr>
<td></td>
<td>o Course Message</td>
</tr>
<tr>
<td></td>
<td>o Manage Pre-requisites</td>
</tr>
<tr>
<td></td>
<td>o Manage Co-requisites</td>
</tr>
</tbody>
</table>

- To add new advisors, send email to registration@andrew.cmu.edu.
- For any registration related questions, send email to registration@andrew.cmu.edu.  
  (Note: Departments have until November 2 to make changes to the S3 registration screens BUT students and advisors will be viewing this information on October 26 when the Schedule of Classes (SOC) is released to the public & SIO. It is best to update this information by the October 23)

<table>
<thead>
<tr>
<th>Friday, October 23</th>
<th>Non-Pittsburgh campus deadline to submit Spring 2016 schedule of classes.</th>
</tr>
</thead>
</table>

**IMPORTANT:** 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 courses@andrew.cmu.edu.

Be sure to split course maxes for all cross-listed courses between departments or course level. These maxes must add up to the room size on the lecture.

<table>
<thead>
<tr>
<th>Schedule of Classes (SOC) Posts: Monday, October 26</th>
<th>Spring 2016 Schedule of Classes posts to public.</th>
</tr>
</thead>
</table>

**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.

<table>
<thead>
<tr>
<th>November 16 to 20</th>
<th>Spring 2016 Registration Week</th>
</tr>
</thead>
</table>
SCHEDULE OF CLASSES TASK TIMELINE

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 faculty in S3: Course: Sections: Section Details at any time.
- Update course notes in S3: Course: Registration: Course Message.