## SCHEDULE OF CLASSES TASK TIMELINE

**Now Through Monday, January 23**

- Get feedback from your faculty and begin building the Summer 2017 course schedule.
- We rolled over the past year summer information to S3.
- 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, minis and creating/updating new sections. [http://www.cmu.edu/es/scheduling/index.html](http://www.cmu.edu/es/scheduling/index.html)
- Notes:
  - 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 totaled to assign a classroom.
  - 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.*
  - 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.
  - 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, January 24**

- The S3 section screens are un-accessible after this date. The course summary screen will be available with limited field updates.

Verify the following information:
- 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.

Generally, we assign classrooms with central A/C. The University Registrar’s Office will be scheduling cluster spaces.
# SCHEDULE OF CLASSES TASK TIMELINE

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Tuesday, January 24 Through Friday, February 3</td>
<td>University Registrar’s Office begins to schedule university classrooms. IN THE MEANTIME… Departments must update the following course-related information to appear correctly on the Summer 2017 Schedule of Classes (SOC) webpage and SIO for public viewing.</td>
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| Monday, February 6 Through Friday, February 10 | • Update Registration information in S3: Course: Sections: Registration which includes the following areas:  
  - Course Reservations  
  - Course Message  
  - Manage Pre-requisites  
  - Manage Co-requisites  
  - For pre-college course/sections: be sure to set the course reservation to special permission = Y and add a course message such as: sect x of this course is for pre-college only. This will prevent regularly attending students from registering for these sections.  
  - For adding new advisors or registration questions, send email to registration@andrew.cmu.edu  
  - For any registration questions, send email to registration@andrew.cmu.edu.  
  Note: Departments have until March 21 to make changes to the S3 registration screens BUT students and advisors will be viewing this information on February 13 when the Schedule of Classes (SOC) is released to the public & SIO. It is best to update this information by the February 10. |
| Friday, February 10 | Non-Pittsburgh campus deadline to submit Summer 2017 schedule of classes. |
| Monday, February 6 Through Friday, February 10 | **IMPORTANT:** 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 courses@andrew.cmu.edu. |
| Schedule of Classes (SOC) Posting Date: Monday, February 13 | Summer 2017 Schedule of Classes posts to public. |
| Tuesday, March 21 | Course Registration Deadline  
  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. |
<p>| Wednesday, March 22 | Summer 2017 Registration Begins |</p>
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<th>Task Timeline</th>
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<tr>
<td><strong>After Registration Week</strong></td>
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<td>• Send all course-sections changes (URO classrooms and clusters) to <a href="mailto:courses@andrew.cmu.edu">courses@andrew.cmu.edu</a>.</td>
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<tr>
<td>• Send registration/reservation screen questions to <a href="mailto:registration@andrew.cmu.edu">registration@andrew.cmu.edu</a>.</td>
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<td>• Update course titles, descriptions and catalog flags on S3: Course Summary.</td>
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<td>• Update faculty in S3: Course: Sections: Section Details at any time.</td>
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<td>• Update course notes in S3: Course: Registration: Course Message.</td>
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