Begin building the Spring 2020 schedule of classes.

- We rolled over the past year fall information to S3.
- Visit the scheduling guide to assist with S3 and non-S3 navigation and questions such as creating a brand new course; changing titles, units, flipping mini to semester sections and creating/updating new sections and maintaining cross listed information.
- Review the standard teaching times. These times apply for all course sections. Course/sections with non-standard teaching times requesting a registrar classroom or lab will not be assigned a registrar classroom.
- **For each course/section offering:**
  - Get feedback from your faculty regarding course times and room needs. Enter those times in the sections: section detail screen. If your schedule is changing significantly from last spring, contact us to discuss course times and room availability.
  - Enter the correct max enrollment sizes! Max sizes impact the classroom assignments.
  - Ask faculty about additional teaching needs. All registrar classrooms and labs are equipped with similar technology but we don’t know about special requests. Be sure to inform us of physically challenged faculty, computer lab operating system, preferred boards and video conferencing needs in the additional technology field in the S3: Sections: Sections Details screen regardless of the classroom. This information also assists Technology Enhanced Services to better service faculty.
  - Send any explicit requests to ‘courses@andrew.cmu.edu’. Please do not assume that we know or recall special arrangements from past semesters.
  - Is your department cross-listing their courses? Check with other departments regarding cross-listed courses. Determine the max sizes for each course. Max sizes between cross-listed course/sections will be added to assign a registrar classroom. Maintain cross listed information under the Registrar tab under Maintenance called Course Cross-Listed Maintenance.
  - Fill out the back to back form for those faculty teaching back to back course and wish to be scheduled in the same classroom and/or nearby classrooms.
  - 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
  - Check the Schedule of Classes website the next day. The schedule of classes website refreshes nightly.
  - For SDW users, there is a canned report is called Schedule of Classes Report. If you don’t have access to view this report on SDW, send email to sdw@andrew.cmu.edu.

Now Through Monday, September 23
SCHEDULE OF CLASSES TASK TIMELINE

DEADLINE:
Monday, September 23

The S3 Sections: Section Details screen will be shut off after this date. The S3 course summary screen will be available.

Verify the following information:
• Are meeting times correct and listing standard times for the Pittsburgh campus?
• Are am or pm times correct and not conflicting?
• Are cross-listed course meeting days & times matching for all cross-listed course/sections relationships?
• Is additional technology noted, in particular, for video conferencing, lab operating system, preferred boards? ;
• Are moratorium requests for undergraduate courses teaching between 4:30 p.m. and 6:30 p.m. sent to jp7p@andrew.cmu.edu for approval?
• Please send the back to back forms, if applicable, to courses@andrew.cmu.edu?
• For course-sections scheduled in non-registrar classrooms, we are not responsible for scheduling those spaces. Please schedule with those departments owning the space.

Tuesday, September 24
Through
Friday, October 25

The University Registrar’s Office scheduling team begins to schedule classrooms and computing labs for registrar requested classrooms and labs.

IN THE MEANTIME...

To prepare for public viewing of the Spring 2020 Schedule of Classes (SOC) and SIO, review and update the following information:
• Course titles, units, grade option, course description, course profile, and course URLs found on the on the S3: Course: Summary
• Course syllabi may be added on Canvas.
• 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
  o For course registration questions, send email to registration@andrew.cmu.edu.
• Faculty can be updated in S3: Course: Section: Section Details screen anytime. Faculty must be added in Workday first and have an andrewid 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.
• Incorrect department URLs should be sent to courses@andrew.cmu.edu.
• For course sections meeting time changes, send email to courses@andrew.cmu.edu

Note:
Departments have until November 15 to make changes to the S3 registration screens. However, students and advisors will be viewing the schedule of classes on October 28. It is best to update the above information by the October 25th.

Monday, October 28

Spring 2020 Schedule of Classes posts to public for all locations.
### SCHEDULE OF CLASSES TASK TIMELINE

**Monday, October 28 thru Friday, November 15**

Course Registration Screen Deadline before Registration Week. Changes during registration week and after registration week will impact student schedules and possibly waitlists.

Verify the following information:
- Registration information in S3: Course: Sections: Registration section which includes the following functions:
  - Course Reservations
  - Course Message
  - Manage Pre-requisites
  - 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 on the S3: Course: Summary.
- Course syllabi may be added on Canvas.
- For course sections meeting time changes, send email to courses@andrew.cmu.edu.

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**November 18-22**

**Spring 2020 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 in S3: Course: Sections: Section Details at any time.
- Course messages in S3: Course: Registration: Course Message.

Any other changes should be directed as follows:
- course-sections changes to courses@andrew.cmu.edu.
- advisor/registration/reservation screen questions to registration@andrew.cmu.edu.