

SCHEDULE OF CLASSES TASK TIMELINE

Now
Through
Sunday, October 3

Departments are to begin building the Spring 2022 schedule of classes.

The URO scheduling team adjusted the following for the spring 2022 course offerings.

- We rolled over the past spring 2021 course offerings to create the spring 2022 schedule as a starting point.
- We adjusted the meeting times according to the **new** standard teaching times with 15 minutes between classes for all course sections with meeting times. Refer to the Standard Course Meeting Times and Moratorium Guideline.
- We marked all course sections with an IPE (In person Expected) teaching modality as a default except for those sections that already had approval to teach as IPO (In person only) teaching modality.
- We removed CMU Remote building and room for all course-sections that were meeting remotely last spring. Please be sure to review reg_schedule flags indicating No if the meeting day/time will be in a non central teaching space (lab, studio, etc.) or Yes if the meeting day/time should be scheduled by our office in a centrally controlled classroom/lecture hall.
- We rolled over fall 2021 teaching spaces and capacities (reviewed by CDFD/FMCS) to spring 2022.

Important!

- Read and review the new [standard course meeting times](#) guideline. **It is important to follow the approved teaching times for all course meeting times specifically for meeting times that are not following the standard times.**
- 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.

For each course/section offering:

- Get feedback from your faculty regarding course times and room needs. Enter the new spring 2022 meeting times in the sections: section detail screen by referencing the Standard Course Meeting Times and Moratorium Guideline. If your schedule is changing significantly from last fall, contact us to discuss course times and room availability.
- If there will not be a need for a classroom, please mark the building and room as DNM or TBA which is a non-registrar scheduled room.
- Delivery modes per section remain the same as Fall 2021 and effective for Spring 2022:
 - **IPE (In person expected):** – expect in-person engagement unless short-term illness or required quarantine prevents attendance. Students intended to be remote in spring 2022 cannot registrar for these sections. Student presence flag = Yes
 - **PER (In person expected (rotation)):** attend on M, and other ½ attend on W. When students are “off rotation” and not in the classroom, they will do asynchronous coursework (e.g., watch a video, read/review material). They will NOT engage synchronously via Zoom. This is **not the old IRR modality** where the section had both in-person and remote students attending synchronously. Students intending to be remote in spring 2022 cannot register for these sections. Student presence flag = Y
 - **IPO (In person only):** These sections are designed for dedicated spaces (e.g., labs, studios). IPO sections are approved by the department head, dean and provost. Units should seek further guidance if they believe a new IPO modality is needed. Student presence flag = Y
Special note: course sections coded as IPO must receive approval from their department’s Associate Dean.
 - **REO (Remote Only):** These sections meet only remotely, with no in-person on-campus component. Due to new regulations going into effect July 2021, REO sections must have a written plan for regular and substantive engagement between faculty and students. A

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course may have a REO lecture section and IPE recitation sections, which are coded separately at the section level. Student presence flag = Y or N (based upon faculty preference)

- **IPR – In Person Plus Remote:** This modality involves synchronous in-person and remote engagement. In Spring 2022, it will be used ONLY for sections that have been identified as working BEST in this mode. Most current IPRs are expected to be either IPE or PER in Spring 2022. Student presence flag = Y
- **IRR - In Person (Rotation) + Remote:** This modality involves synchronous in-person and remote engagement. In Spring 2022, it will be used ONLY for sections that have been identified as working BEST in this mode. Most current IPRs are expected to be either IPE or PER in Spring 2022. Student presence flag = Y
- Ask faculty about additional teaching needs. All central registrar teaching spaces are equipped with similar technology, but we don't know about special requests. Be sure to inform us of physically challenged faculty or other special requirements in the additional technology field in the S3: Sections: Sections Details screen regardless of the classroom request. This information also assists Technology Enhanced Services to better service faculty.
- Please note that sections types have been expanded to include additional types. Please code accordingly: **L (Lecture), R (Review Session), S (Studio), T (Independent Study), C (Colloquium/Seminar), I (Internship/Study Abroad), M (Media-Software Lab), E(Special Equipment Lab)**. These section types have been retired: O (other) and B (lab). Refer to the scheduling guide for the description on each code.
- The University Registrar's Office will continue to schedule central teaching spaces. We will continue to schedule CUC spaces and Tepper Simmons. Specialized instructional spaces, such as labs and studios, will be scheduled by academic departments. Please refer to the spring teaching space list for near 100% capacities.
- 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 courses/sections will be summed to assign a registrar classroom. Maintain cross-listed information under the **Registrar** tab under Maintenance called: Course Cross-Listed Maintenance.
- Send any explicit requests to courses@andrew.cmu.edu. Please do not assume that we know or recall special arrangements from past semesters. Please be as detailed as possible giving us information from the S3 screens.
- 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' this report refreshes nightly. If you don't have access to view this report on SDW, send email to sdw@andrew.cmu.edu.

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DEADLINE:

Sunday, October 3

The S3 Sections: Section Details screen will be shut off after this date. The S3 course summary screen will be available. Before Sunday, October 3 please verify the following information:

- Are meeting times correct and following the NEW 15 minutes course 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 courses/sections relationships? Are the max sizes correct so the proper size teaching space will be scheduled?
- Is additional technology noted, in particular, for video conferencing, preferred boards?
- Are the correct delivery modes assigned?
- Were moratorium requests for undergraduate courses teaching between 4:40pm-6:50pm sent to jp7p@andrew.cmu.edu for approval?

**Monday, October 4
Through
Sunday, October 24**

The University Registrar's Office scheduling team begins to schedule central teaching spaces as indicated on S3:reg_schedule = Yes.

Special note on departmental change requests after October 22: All new course additions or changes coming in from department to the courses email account will be **on hold** until after the schedule of classes is posted on **October 25**. Only course cancellations will be processed.

IN THE MEANTIME...

To prepare for public viewing of the Spring 2022 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 screens in S3
 - Course Reservations
 - Course Message
 - Manage Pre-requisites
 - Manage Co-requisites
 - 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 Andrew ID assigned.
 - 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 14 to make changes to the S3 registration screens. However, students and advisors will be viewing the schedule of classes on October 25. It is best to update the above information by the October 22 to be included in the posting.

Monday, October 25

Spring 2022 Schedule of Classes posts to public for all locations.

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**Monday, October 25
thru
Sunday, November 14**

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 S3: Course: Summary.
- Course syllabi may be added on Canvas.
- For course sections meeting time changes, send email to courses@andrew.cmu.edu.

**Monday, November 15 –
Friday, November 19**

Spring 2022 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.