**SCHEDULE OF CLASSES TASK TIMELINE**

Now Through Monday, February 28

**Departments are to begin building the Fall 2022 schedule of classes.**

**The URO scheduling team** adjusted the following for the Fall 2022 course offerings.
- We rolled over the past Fall 2021 course offerings to create the Fall 2022 schedule as a starting point.
- We rolled over Spring 2022 teaching spaces and capacities (reviewed by CDFD/FMCS) to fall 2022.
- Please reference the room list at https://www.cmu.edu/es/docs/classrooms_fyy.pdf

**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 Fall 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 no classroom is needed, please mark the building and room as DNM or TBA which is a non-registrar room.
- Course delivery modes per section are as follow for Fall 2022:
  - **IPE (In person expected):** expect in-person engagement unless short-term illness or required quarantine prevents attendance. Students intended to be remote in Fall 2022 cannot registrar for these sections. Student presence flag = Yes
  - **IPT (In-Person +Technology):** Delivered in a classroom via technology while the instructor is at another teaching location; considered to be in-person for in-person for internalional students; while considered to be remote for students receiving financial aid. Students are expected to be in the classroom during the course’s scheduled meeting time. 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 Fall 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 that went into effect July 2021, REO sections must have a written plan for regular and substantive engagement between faculty and students. A 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)
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- **IPR – In Person Plus Remote:** This modality involves synchronous in-person and remote engagement. In Fall 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 Fall 2022. Student presence flag = Y
- **IRR - In Person (Rotation) + Remote:** This modality involves synchronous in-person and remote engagement. In Fall 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 Fall 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 may continue to schedule other TBD spaces on campus. Specialized instructional spaces, such as labs and studios, will be scheduled by academic departments. Please refer to the teaching space list for near 100% capacities found at [https://www.cmu.edu/es/course-and-classroom/index.html](https://www.cmu.edu/es/course-and-classroom/index.html).

- Is your department **cross-listing** their courses? Maintain cross-listed information under the S3 Registrar tab under Maintenance called: Course Cross-Listed Maintenance. 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 large enough teaching space when/if requesting a central teaching space only.

- 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.
SCHEDULE OF CLASSES TASK TIMELINE

**DEADLINE:**
Monday, February 28

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

- Are meeting times correct and following 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 cross-listed max sizes 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-6:40pm sent to jzp7p@andrew.cmu.edu for approval?

**Tuesday, February 29 Through Sunday, March 27**

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 March 11:** 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 March 28. Only course cancellations will be processed.

**IN THE MEANIME...**

To prepare for public viewing of the Fall 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 April 17 to make changes to the S3 registration screens. However, students and advisors will be viewing the schedule of classes on March 28. It is best to update the above information by the March 25 to be included in the posting.

**Monday, March 28**

Fall 2022 Schedule of Classes posts to public for all locations.
**SCHEDULE OF CLASSES TASK TIMELINE**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
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| Monday, March 28 thru Sunday, April 17 | 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, April 18 – Friday, April 22, 2022 | Fall 2022 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.  
- Adding 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. |