Fall Schedule of Classes Task Timeline

Now Through Monday, February 24
Get feedback from your faculty and begin building the Fall 2020 schedule of classes.

- We rolled over the past year fall information to S3 course section details.
- For this deadline, please concentrate on course section details such as section offerings, max sizes, meeting times, room requests and cross-listings. There will be time later to update other details.
- **NEW!** All undergraduate courses that are requesting to be offered between 4:30 p.m. and 6:30 p.m. must be sent to jp7p@andrew.cmu.edu for prior approval. Beginning in fall 2020, these courses must receive approval each semester. Courses that do not request the exception by February 17th may be moved to teaching times outside of the moratorium.
- Visit the scheduling guide to assist with S3 and processing questions such as creating a brand new course; changing titles, units, flipping mini to semester sections and creating/updating new sections. [https://www.cmu.edu/es/docs/scheduling-guide.pdf](https://www.cmu.edu/es/docs/scheduling-guide.pdf)
- Review the standard teaching times as outlined in the standard meeting times guidelines [https://www.cmu.edu/es/docs/standard-times-fall.pdf](https://www.cmu.edu/es/docs/standard-times-fall.pdf). Courses with non-standard times requesting a registrar classroom/lab will not be honored.
- Enter the correct max enrollment sizes! Be sure to take into account any cross-listed courses.
- Is your department cross-listing their courses? Check with other departments regarding cross-listed courses. Determine the max sizes for each course and set the appropriate max size. Max sizes between cross-listed course/sections will be added to assign a registrar classroom. Enter cross-listed courses under the S3 Registrar tab under maintenance called **Course Cross-List Maintenance**.
- Ask faculty about additional technology needs. Be sure to the code this section for physically challenged faculty, computer lab 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 computer labs.*
- Send any explicit or special requests to ‘courses@andrew.cmu.edu’. Please do not assume that we know or recall special arrangements from past semesters.
- Fill out the back to back form [https://www.cmu.edu/es/docs/b2b.pdf](https://www.cmu.edu/es/docs/b2b.pdf) for those faculty teaching back to back sections 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 “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.

**DEADLINE: Monday, February 24**
The S3 Course section details screen will be unaccessible after this date.

Be sure to verify the following course section detail information:
- meeting times are correct and listing standard times for the Pittsburgh campus;
- am or pm times are posted and not conflicting;
- is the reg room flags correct? If asking for a registrar room, the reg room flag needs to be Y;
- cross-listed course meeting days & times match for all cross-listed courses and entered on the cross-list screen;
- additional technology is noted for all courses, in particular, for video conferencing;
- moratorium requests for undergraduate courses only that are offered between 4:30 p.m. and 6:30 p.m. must be sent to jp7p@andrew.cmu.edu for approval;
- special room requests, faculty accommodations, etc are sent to courses@andrew.cmu.edu; and
- back to back forms are sent to University Registrar’s Office, fax: x86651 or send to courses@andrew.cmu.edu;
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**Tuesday, February 25 through Friday, March 27**
The University Registrar’s Office scheduling team begins to schedule classrooms and computing labs based on the course section details.

**IN THE MEANIME...**

Review/update the following course-related information to appear correctly on the Fall 2020 Schedule of Classes (SOC) webpage and SIO for public viewing.

- Review and update as many course descriptions, course profile, and course URLs in S3: Course: Summary screen. This will assist students and advisors on course decisions.
- Course syllabi may be added on Canvas.
- Update registration information in S3: Course: Sections: Registration section which includes the following functions:
  - Course Reservations
  - Course Message
  - Manage Pre-requisites
  - Manage Co-requisites
- Modify titles, units and grading options on S3: Course: Summary
- Check your cross-listed course sections.
- Faculty can be updated in S3: Course: Section: Section Details screen anytime.
  - For new faculty only: send email to courses@andrew.cmu.edu with their name and Andrew id (@andrew.cmu.edu) and department.
- If changing a course from a full semester to a mini or vice versa, send email to courses@andrew.cmu.edu.
- Incorrect department URLs should be sent to courses@andrew.cmu.edu.
- For adding new advisors, send email to registration@andrew.cmu.edu.
- For any registration screen questions, send email to registration@andrew.cmu.edu.

**Note:**
Departments have until April 19 to make changes to the S3 registration screens. However, students and advisors will be viewing the schedule of classes on the posted release date on March 30. It is best to update the above information by March 27.

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**Monday, March 30**
Fall 2020 Schedule of Classes posts to public for all locations.

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**Monday, March 30 through Sunday, April 19**
Continue to adjust and prepare for registration week.
- Review and update course descriptions, course profile, and course URLs in S3: Course: Summary screen.
- Course syllabi may be added on Canvas.
- Update registration information in S3: Course: Sections: Registration section which includes the following functions:
  - Course Reservations
  - Course Message
  - Manage Pre-requisites
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- Manage Co‐requisites
  - Modify titles, units and grading options on S3: Course: Summary
  - Faculty can be updated in S3: Course: Section: Section Details screen anytime.
    - For new faculty only: send email to courses@andrew.cmu.edu with their name and Andrew id (@andrew.cmu.edu) and department.
  - If changing a course from a full semester to a mini or vice versa, send email to courses@andrew.cmu.edu.
  - Incorrect department URLs should be sent to courses@andrew.cmu.edu.
  - For course reservation, pre‐requisite, co‐requisite or message questions, etc., send email to registration@andrew.cmu.edu.
  - For adding new advisors, 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.

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Monday, April 20 through Friday, April 24th
Fall 2020 Registration Week
- Course summary information will be temporarily turned off during registration week.

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After April 24th through the Start of Classes

- Manage your waitlisted students.
- Update course titles, descriptions and catalog flags on S3: Course Summary.
- Update faculty in S3: Course: Sections: Section Details.
- Update course notes in S3: Course: Registration: Course Message.
- Send all course‐sections related changes (URO classrooms and computing labs) to courses@andrew.cmu.edu.
- Send advisor/ registration/reservation screen questions to registration@andrew.cmu.edu.