<table>
<thead>
<tr>
<th>Now Through Sunday, April 25</th>
</tr>
</thead>
</table>

The URO scheduling team has done the following updates in S3 to prepare departments for scheduling the fall 2021 course offerings.

- We rolled over the past fall 2020 course offerings to create the new schedule in S3.
- We adjusted the meeting times according to the new approved standard teaching times with 15 minutes between classes on all course sections.
- 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.
- Removed teaching space assignments on those course sections coded in S3 with a Y or YES for a registrar classroom. This is to help with the new room capacities.

Departments are to begin building the Fall 2021 schedule of classes. Important!

- Read and review the new standard teaching times. It is important to follow the approved teaching times for all course meeting times specifically for non-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.
- Departments are to update the Box folder with the highest priority course offerings taught in the fall semester for Plan A and Plan B with additional information for prioritizing courses modalities consideration and room preference.

For each course/section offering:

- Get feedback from your faculty regarding course times and room needs. Enter the new fall 2021 meeting times in the sections: section detail screen. If your schedule is changing significantly from last fall, contact us to discuss course times and room availability.
- Before entering a new max enrollment size to a course wanting a registrar classroom, assign a classroom to the course first if the room is blank in S3. This action will go a lot smoother for max adjustments. Changing the max first will result in an error on the screen not recognizing a classroom. Example if DH 1211 seats 48 the max will be set at 46. Please reference the teaching space capacity list.
- If there will not be a need for a classroom, please mark the building and room as DNM or CMU Remote which is a non-registrar room.
- Delivery modes per section have changed effective Fall 2021 as follows: one of the hybrid modalities:

  **IPE (In person expected):** – expect in-person engagement unless short-term illness or required quarantine prevents attendance. Students intended to be remote in fall 2021 cannot registrar for these sections. Student presence flag = Yes to address density and/or capacity limits. For example, for a MW course, ⅔ of the students
  
  **PER (In person expected (rotation):** attend on M, and other ⅓ 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 where the section had both in-person and remote students attending synchronously. Students intending to be remote in fall 2021 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 were approved by the department head, dean and provost. Units should seek further guidance if they believe a new IPO 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 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 Fall 2021, 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 2021. Student presence flag = Y

**IRR - In Person (Rotation) + Remote:** This modality involves synchronous in-person and remote engagement. In Fall 2021, 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 2021. Student presence flag = Y

**RETIRED -- IPP – In Person Paired**
This referred to in-person sections that were ‘paired’ with REO sections and offered ‘in lock step’ so that students could move seamlessly between the in person section and the REO section. **No sections will be offered in this modality in Fall 2021.** Sections previously offered in this modality are expected to use the IPE, PER or REO sections for Fall 2021

- Ask faculty about additional teaching needs. All registrar classrooms 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), S (Studio), T (Independent Study), C (Colloquium | Seminar), M (Media Lab), E (Special 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 traditional classrooms and a few department spaces (i.e. classrooms). We will continue to schedule CUC spaces and Tepper Simmons. Specialized instructional spaces, such as labs and studios, will be scheduled by academic departments. Therefore, due to the adjusted classroom sizes, teaching modalities, and necessary max size adjustments, we blanked out teaching spaces in the S3 section meeting details. Please be sure to review meeting section details. **This may mean tabbing through the meeting fields to set the room first before changing the max if the building and room is blank.**

- 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.

- 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 added to assign a registrar classroom. Maintain cross-listed information under the Registrar tab under Maintenance called: Course Cross-Listed Maintenance.

- 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:  
Sunday, April 25 by midnight | 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 following the 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?  
- 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, April 26  
Through  
Sunday, May 16 | The University Registrar’s Office scheduling team begins to schedule classrooms for departments in registrar and a few other department owned spaces.  
**Special note on departmental changes after April 25th:** All new course additions, course changes coming in from department to the courses email account will be on hold until after the schedule of classes is posted on May 17, 2021. Only course cancellations will be processed. This is due to room assignments and referencing highest priority course offerings from Plan A on Box.  
**IN THE MEANTIME... (subject to change)**  
To prepare for public viewing of the Fall 2021 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  
  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 Andrew ID 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 June 6 to make changes to the S3 registration screens. However, students and advisors will be viewing the schedule of classes on May 17. **It is best to update the above information by the May 14 to be included in the posting.** |
| Monday, May 17 | Fall 2021 Schedule of Classes posts to public for all locations. |
# SCHEDULE OF CLASSES TASK TIMELINE

<table>
<thead>
<tr>
<th>Monday, May 17 thru Friday, June 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Registration Screen Deadline before Registration Week. Changes during registration week and after registration week will impact student schedules and possibly waitlists.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>June 7 to June 11, 2021</th>
<th>Fall 2021 Registration Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific changes after registration week will impact student schedules and possibly waitlists. The following changes may occur.</td>
<td></td>
</tr>
</tbody>
</table>

- 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.