<table>
<thead>
<tr>
<th><strong>Schedule of Classes Task Timeline</strong></th>
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<tbody>
<tr>
<td><strong>Now Through Thursday, September 29</strong></td>
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<tr>
<td><strong>There are no extensions to this deadline!</strong></td>
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<tr>
<td><strong>Departments</strong> are to begin building the Spring 2023 schedule of classes.</td>
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<td><strong>The URO Scheduling Team</strong> adjusted the following spring 2023 course offerings.</td>
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<tr>
<td>- We rolled over past spring 2022 course offerings to create the spring 2023 schedule as a starting point.</td>
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<tr>
<td>- We adjusted the meeting times according to the <strong>new</strong> standard teaching times with 10 minutes between classes for course sections with meeting times.</td>
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<tr>
<td>- We rolled over fall 2022 teaching spaces and capacities to spring 2023.</td>
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<td><strong>Important References!</strong></td>
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<tr>
<td>- Read and review the <a href="#">standard course meeting times and moratorium guidelines</a>. It is expected that all course meeting times abide by the standards below, regardless of teaching space. Standard meeting times minimize student course schedule conflicts, affords student scheduling flexibility across programs, and maximizes teaching spaces. All course meeting times will be reviewed by the University Registrar’s Office for compliance.</td>
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<tr>
<td>- Visit the <a href="#">scheduling guide</a> to assist with S3 and non-S3 schedule of classes actions and questions.</td>
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<tr>
<td>- Visit the <a href="#">University Teaching Spaces</a> for spring 2023 and verify your department spaces are listed correctly.</td>
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<td><strong>For each course/section offering:</strong></td>
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<td>- Solicit feedback from your faculty regarding course times and room needs. Tab through all fields in the sections: section detail pages for completeness in the section details, cross-lists and meetings sections.</td>
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<tr>
<td>- <strong>Required:</strong> Use Standard start times and standard class lengths. Examine meeting times vs course units to ensure appropriate meeting times, possibly reducing 2-hour blocks to 1-hour 20-minutes where possible. Be sure to abide by the new standard times and spread your course offerings across all teaching times throughout the day including 8:00 a.m.</td>
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<tr>
<td>- <strong>Required:</strong> Schedule department and college learning spaces (i.e. classrooms) <strong>FIRST</strong> and to maximize those spaces before requesting centrally controlled space. Department spaces are reg_schedule = N on S3. If a space is not displaying on S3, contact <a href="mailto:courses@andrew.cmu.edu">courses@andrew.cmu.edu</a>.</td>
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<tr>
<td>- <strong>Required:</strong> De-densify course offerings to 60% during peak i.e. start times at 10 to 3 PM; limit to 60% offered during peak. Inclusive of undergrad &amp; grad.</td>
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<td>- <strong>Required:</strong> Employ max enrollment based on recent history. Use past enrollment to set the MAX enrollment limit. URO will limit max enrollments to 5% of S22 (being mindful of courses with large drop rates).</td>
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<td>- <strong>Required:</strong> Single meeting days will be: 1. paired partnered with others at department level or 2. scheduled in department spaces, or 3. moved to non-peak periods</td>
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<tr>
<td>- If a teaching space is not needed, please mark the building and room as DNM or TBA which is a non-registrar scheduled room.</td>
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<tr>
<td>- <strong>Required:</strong> Indicate <strong>core/required courses</strong> under the section details: additional technology field selecting code 00.</td>
</tr>
<tr>
<td>- <strong>Required:</strong> Ask faculty about <strong>additional teaching preferences</strong> under the section details: additional technology field. All central registrar teaching spaces are equipped with similar technology, but we don’t know about special requests. This information also assists Technology Enhanced Services (media tech) to better service faculty or to assign space based on boards or carts. For example, indicate course/sections that need video conferencing or computing lab operating systems.</td>
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| - **Notice:** Instructors who seek physical space accommodations should continue to code 70 under the section details: additional technology field **AND** send an email indicating the specific accommodation (physical access to the learning space, chalk sensitivity/allergy, etc.)

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SCHEDULE OF CLASSES TASK TIMELINE

to courses@andrew.cmu.edu with the subject line "S23 Faculty Accommodation."

- Course delivery modalities (delivery mode) per section remain the same from last spring:
  - **IPE (In person expected):** Delivered in-person (such as in a classroom). Students are expected to be in the classroom during the course's scheduled meeting time. Expect in-person engagement unless short-term illness or required quarantine prevents attendance. Students intended to be remote in Spring 2023 cannot registrar for these sections. Student presence flag = Y
  - **PER (In person expected (rotation):** Delivered in-person (such as in a classroom) with students attending on a rotating basis. When "off rotation," students do asynchronous coursework (i.e., watch a video, read/review material); they do not attend synchronously via Zoom. Student presence flag = Y
  - **IPO (In person only):** Delivered in-person (such as in a classroom). Students will be in the classroom during the course's scheduled meeting time. Reserved for courses where classroom facilities are required. These sections are designed for dedicated spaces (e.g., labs, studios). Student presence flag = Y
  - **REO (Remote Only):** Delivered remotely via technology. Students will attend remotely during the course’s scheduled meeting time. 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:** Uses a combined approach of in-person attendance (such as in a classroom) and remote technology. Students may choose to attend in-person or remotely during the course’s scheduled meeting time. Student presence flag = Y
  - **IRR - In Person (Rotation) + Remote:** Uses a combined approach of remote technology and rotating in-person attendance (i.e., if a course meets on MW, some attend in-person on M and remotely on W, others attend remotely on M and in-person on W). Students may choose to attend in-person or remotely during the course’s scheduled meeting time. This modality involves synchronous in-person & remote engagement. Student presence flag = Y
  - **IPT - In Person + Technology:** Delivered in a classroom via synchronous technology while the instructor is at a different teaching location. Students are expected to be in the classroom during the course’s scheduled meeting time. IPT courses meet the criteria to be considered in-person for international students to align with immigration regulations and remote to align with federal financial aid requirements.

- Is your department cross-listing any courses? Maintain cross-listed information under the Registrar tab under Maintenance called: Course Cross-Listed Maintenance. Remove cross-lists where applicable. Max sizes between cross-listed courses/sections will be summed to assign a centrally controlled classroom. Refer the scheduling guide for more information.

- 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 and modifications
  - 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:**  
**Thursday, September 29**  
*There are no extensions to this deadline!*

The S3 Sections: Section Details screen will be shut off after this date. Before Thursday, September 29, please verify the following information:

- Are meeting times correct and following the standard times and moratorium guidelines? Please check am and pm times.
- Are cross-listed course meeting days & times matching for all cross-listed courses/sections relationships? Are the max sizes set correctly so the proper size teaching space will be scheduled?
- Is additional technology noted, in particular, for video conferencing, preferred boards, carts and computing lab operating systems?
- Are the correct course delivery modes assigned?
- Were moratorium requests for undergraduate courses teaching between 4:50pm-6:50pm sent to jpm@andrew.cmu.edu for approval?

**Special note on course adds/changes after September 29:** All new course additions or changes impacting central (Registrar) teaching space assignments will be held from processing until after the schedule of classes is posted on October 24. It’s important to meet the September 29th deadline.

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**Friday, September 30**  
**Through Thursday, October 20**

The University Registrar’s Office scheduling team reviews all schedule date and begins to optimize schedule central teaching space requests.

**IN THE MEANINGLE...**

To prepare for public viewing of the Spring 2023 Schedule of Classes (SOC) and SIO, review and update the following information:

- The S3: Course: Summary will be available for updates to course titles, units, grade option, course description, course profile, and course URLs.
- 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 adds, changes or cancellations, send email to courses@andrew.cmu.edu.

**Special note on course adds/changes after September 29:** All new course additions or changes impacting central (Registrar) teaching space assignments will be held from processing until after the schedule of classes is posted on October 24.

**Note:** Departments have until November 13 to make changes to the S3 registration screens. However, students and advisors will be viewing the schedule of classes on October 24. It is **recommended to update the above information by the October 20 to display in the SOC publish date.**
# SCHEDULE OF CLASSES TASK TIMELINE

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Task Description</th>
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<tbody>
<tr>
<td>Monday, October 24</td>
<td>Publish the Spring 2023 Schedule of Classes for all locations.</td>
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</table>
| Monday, October 24 thru Sunday, November 13 | 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.  
  - For course sections modifications, send email to courses@andrew.cmu.edu |
| Monday, November 14 – Friday, November 18 | Spring 2023 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 |