SCHEDULE OF CLASSES TASK TIMELINE

Now Through Friday, January 17

Get feedback from your faculty and begin building the Summer 2020 course schedule.

- We rolled over the past year summer information to S3.
- 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.
- Visit the scheduling guide to assist with S3 and processing questions such as creating a brand new course; changing titles, units, minis and creating/updating new sections. [http://www.cmu.edu/es/scheduling/index.html](http://www.cmu.edu/es/scheduling/index.html)

- Notes:
  - Be sure to enter the correct max enrollment sizes.
  - Ask about additional technology needs from faculty. 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.
  - Be sure to use standard teaching times as outlined in the standard meeting times guidelines [http://www.cmu.edu/es/forms/standard‐times‐summer.pdf](http://www.cmu.edu/es/forms/standard‐times‐summer.pdf). Courses with non-standard times requesting a registrar classroom/computing lab will not be honored.
  - Send any explicit or special requests to ‘courses@andrew.cmu.edu’. Please do not assume that we know or recall special arrangements from the past.

- 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 course/sections will be added to assign a registrar classroom. Special note: We are no longer using the cross listed forms. Departments will be adding and updating their cross listed information on our NEW screen in S3. This screen is found under the Registrar tab in Maintenance and is called Course Cross-List Maintenance.

- Fill out the back to back form [http://www.cmu.edu/es/forms/b2b.pdf](http://www.cmu.edu/es/forms/b2b.pdf) for those faculty teaching back to back course times and wish to be scheduled in the same classroom or nearby classroom.

Friday, January 17

The S3 section screens are un-accessible after this date. The course summary screen will be available with limited field updates.

Verify the following information:

- Meeting times are correct and listing standard times for the Pittsburgh Campus
- AM or PM times are posted and not conflicting
- Additional technology is noted for all courses, in particular, for video conferencing; cross-listing, etc.
- Cross-listed course meeting days & times match for all cross-listed courses
- Moratorium requests for undergraduate courses offered ending/beginning between 4:30 p.m. and 6:30 p.m. must be sent to jp7p@andrew.cmu.edu for approval
**SCHEDULE OF CLASSES TASK TIMELINE**

**Monday, January 20 Through Friday, February 14**

University Registrar’s Office begins to schedule university classrooms.

**IN THE MEANINE...**

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

- Course descriptions and course URLs should be updated in S3: Course: Summary screen.
- Incorrect department URLs should be sent to courses@andrew.cmu.edu.
- Update titles, units and grading options on S3: Course: Summary
- If changing a course from a full semester to a mini, send email to courses@andrew.cmu.edu.
- Faculty can be updated in S3: Course: Section: Section Details screen.
  - For new faculty who are not appearing in S3, send email to courses@andrew.cmu.edu with their name and Andrew (domain) id and department.

**Monday, February 10 Through Friday, February 14**

- Update Registration information in S3: Course: Sections: Registration which includes the following areas:
  - Course Reservations
  - Course Message
  - Manage Pre-requisites
  - Manage Co-requisites
- **For pre-college course/sections:** be sure to set the course reservation to special permission = Y and add a course message such as: Sect x of this course is for Pre-College students only. This will prevent regularly attending students from registering for these sections.
- For adding new advisors or registration questions, send email to registration@andrew.cmu.edu
- For any registration screen related questions, send email to registration@andrew.cmu.edu.

**Note:**

Departments have until March 17 to make changes to the S3 registration screens BUT students and advisors will be viewing this information on February 17 when the Schedule of Classes (SOC) is released to the public & SIO. It is best to update this information before February 17.

**Thursday, February 13**

Non-Pittsburgh campus deadline to submit Summer 2020 schedule of classes.

**Monday, February 10 Through Friday, February 14**

**IMPORTANT:** The University Registrar’s Office posts classroom assignments on the Schedule of Classes (SOC) website. Unassigned classrooms (TBD TBD) are reported to departments. Departments NEED TO RESOLVE ALL UNASSIGNED classroom issues PRIOR to registration. Any other course changes should be sent to courses@andrew.cmu.edu.

**Schedule of Classes (SOC) Posting Date:**

**Monday, February 17**

Summer 2020 Schedule of Classes posts to public.

**Tuesday, March 17**

Course Registration Deadline

For course reservation, pre-requisite, co-requisite or message questions, etc., 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.

**Wednesday, March 18**

Summer 2020 Registration Begins
### SCHEDULE OF CLASSES TASK TIMELINE

<table>
<thead>
<tr>
<th>After Registration Day (March 18)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Send all course-sections changes (URO classrooms and computer labs) to <a href="mailto:courses@andrew.cmu.edu">courses@andrew.cmu.edu</a>.</td>
<td></td>
</tr>
<tr>
<td>• Send registration/reservation screen questions to <a href="mailto:registration@andrew.cmu.edu">registration@andrew.cmu.edu</a>.</td>
<td></td>
</tr>
<tr>
<td>• Update course titles, descriptions and catalog flags on S3: Course Summary.</td>
<td></td>
</tr>
<tr>
<td>• Update faculty in S3: Course: Sections: Section Details at any time.</td>
<td></td>
</tr>
<tr>
<td>• Update course notes in S3: Course: Registration: Course Message.</td>
<td></td>
</tr>
</tbody>
</table>