Summer Session 2025 Schedule of Classes Task Timeline

Now through Friday, January 24	**Departments can begin to build the Summer 2025 schedule of classes.**
	
	Important References!
	• Read and review the standard course meeting times guideline. It is expected that **all** course meeting times abide by the standards below, regardless of teaching space. All course meeting times will be reviewed by the University Registrar's Office for compliance.
	• Visit the scheduling guide to assist with S3 and non-S3 schedule of classes actions and questions.
	• Visit the university teaching spaces and verify your department spaces are listed correctly.
	
	For each course/section offering:
	• 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 including cross-lists, meetings, and instructors.
	• **Required:** Use Standard start times and standard class lengths. Examine meeting times vs course units to ensure appropriate meeting times. Be sure to abide by the new standard times and spread your course offerings across all teaching times throughout the day.
	• **Required:** Ask faculty about **additional teaching preferences** 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.
	• **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.) to *courses@andrew.cmu.edu* with the subject line "M25 or N25 Faculty Accommodation".
	• Course delivery modalities (delivery mode) per section remain the same from last summer:
	  ➢ **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 Summer 2025 cannot register 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)

Summer Session 2025 Schedule of Classes Task Timeline

	➢ **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
	    o Check the Schedule of Classes website. The schedule of classes website refreshes nightly.
	    o 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_.

DEADLINE:
Friday, January 24
	The S3 Sections: Section Details screen will be shut off after this date. Before Friday, January 24, please verify the following information:
	    o Are meeting times correct and following the standard times and moratorium guidelines? Please check am and pm times.
	    o 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?
	    o Is additional technology noted for video conferencing, preferred boards, carts, and computing lab operating systems, etc.?
	    o Are the correct course delivery modes assigned?

Thursday, February 13	**Non-Pittsburgh campus** deadline to submit Summer 2025 schedule of classes.

Summer Session 2025 Schedule of Classes Task Timeline

Monday, January 27 through Monday, February 17	The University Registrar's Office scheduling team reviews all schedule date and begins to optimize schedule central teaching space requests.
	
	IN THE MEANTIME…
	To prepare for public viewing of the Summer 2025 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
	    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 adds, changes or cancellations, send email to *courses@andrew.cmu.edu*.

Tuesday, February 11	**University Registrar's Office creates summer student records.**
Tuesday, February 18	**Publish the Summer 2025 Schedule of Classes.**

Summer Session 2025 Schedule of Classes Task Timeline

Monday, March 10	Course Registration Screen Deadline before Registration opens.
	
	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*
	• **For pre-college course-sections of E,F,G etc. in N25**, be sure to set the course reservation to **special permission** = Y and add a course message such as: "Section E of this course is for Pre-College students only". This will prevent regularly attending students from registering for these sections.
	• 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*
	• For adding new advisors or registration screen questions, send email to *registration@andrew.cmu.edu*
	• **Reminder**: The S3 screens are shut off during registration week stopping any changes to reservation or courses while students are registering.

Tuesday, March 11	**Summer 2025 Registration Begins**

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 before the last day of classes or July 31, 2025.
	• 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*