

Summer Session 2021 Course Scheduling Timeline

Now through
Friday, February 12

- Solicit course offering from your department faculty and begin building the Summer 2021 course schedule.
- S3 has Summer Session 2021 information rolled over from last summer.
- View your "in progress" schedule of classes in the Student Data Warehouse System (SDW) via Tableau. 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 [S3 scheduling guide](#) to assist with processing questions such as creating a new course, changing titles, units, minis and creating/updating new sections.
- The standard teaching times for Summer 2021 have been updated to allow for 20 minutes between courses. Be sure to use review the [Summer 2021 standard teaching times guide](#) and adjust your course section times accordingly for both in-person and remote sections. Courses with non-standard times requesting a registrar classroom will not be honored.
 - Departments wishing to schedule courses with non-standard times will work with the University Registrar's Office directly
- **Verify your course-section max enrollment sizes**
 - ***No In-Person course-section may exceed 38 students (same as in S21).***
- **Update your course-section instructional modalities**
 - Summer sessions will primarily utilize Remote Only (REO) for the majority of coursework
 - Focusing on remote modalities will allow faculty:
 - To plan accordingly and to execute courses exceptionally
 - Create capacity to focus on highest quality targeted in person experiences that can be safely delivered
 - Encourage focus on an outstanding kick off to the fall semester
 - Requests for other instructional modalities, such as In-Person Only (IPO) for targeted populations & opportunities (i.e., undergraduate research, lab experiences, small courses, etc.), must be approved by your college's associate dean and requested with the University Registrar directly. These exception approvals must be received by the University Registrar by **February 26th** ([Hybrid Learning Model](#))
- For those sections approved for IPO, ask faculty about additional technology needs.
 - Be sure to the code this section for physically challenged faculty in the [additional technology](#) field in the S3: Sections: Sections Details screen regardless of the classroom.
 - Be sure to the code this section for computer lab operating system, video conferencing and other technology 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.***
- Is your department cross-listing any course-sections?
 - Check with other departments regarding cross-listed courses.
 - Determine the max sizes for each course-section. Max sizes between cross-listed course-sections will be added to assign a registrar classroom.
 - Departments are to add and update their cross listed information in S3 using the [Course Cross-List Maintenance](#) screen, found under the [Registrar](#) tab in Maintenance.

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<p>Now through Friday, February 12 (continued)</p>	<ul style="list-style-type: none"> • Send any special requests to courses@andrew.cmu.edu. <ul style="list-style-type: none"> • Please do not assume that we know or recall special arrangements from the past.
<p>Friday, February 12</p>	<ul style="list-style-type: none"> • The S3 section screens are not accessible after this date. The course summary screen will be available with limited field updates. • Verify the following information: <ul style="list-style-type: none"> ○ 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 for video conferencing; cross-listing, etc. ○ Cross-listed course meeting days & times match for all cross-listed course-sections.
<p>Monday, February 15 through Tuesday, March 2</p>	<ul style="list-style-type: none"> • University Registrar's Office begins to schedule university classrooms. • Departments must verify and update the following course-related information to appear correctly on the Summer 2021 Schedule of Classes (SOC) webpage and SIO for public viewing. <ul style="list-style-type: none"> ○ Course descriptions and course URLs should be updated in S3: Course: Summary screen. ○ Incorrect department URLs to be updated 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. • Update Registration information in S3: Course: Sections: Registration which includes the following areas: <ul style="list-style-type: none"> ○ 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 <p>Note: Departments have until March 23 to make changes to the S3 registration screens BUT students and advisors will be viewing this information on March 3 when the Schedule of Classes (SOC) is released to the public & SIO. It is best to update this information before March 3.</p>
<p>Tuesday, March 2</p>	<p>Non-Pittsburgh campus deadline to submit Summer 2021 schedule of classes.</p>

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Wednesday, March 3	<ul style="list-style-type: none"> • Summer 2021 Schedule of Classes (SOC) posts to the public and in SIO • 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.
Tuesday, March 23	<ul style="list-style-type: none"> • Course Information Deadline <ul style="list-style-type: none"> ○ 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 24	<ul style="list-style-type: none"> • Summer 2021 Registration Begins
After March 24	<ul style="list-style-type: none"> • Send all course-sections changes (URO classrooms and computer labs) to courses@andrew.cmu.edu. • Send reservation & registration questions to registration@andrew.cmu.edu. • Update S3 <ul style="list-style-type: none"> ○ Course Profiles, course titles, descriptions, and catalog flags: Course Summary ○ Course-section Instructors: Course: Section Details ○ Course message and notes: Course: Registration: Course Message.