

## SCHEDULE OF CLASSES/REGISTRATION TASK TIMELINE

**Now  
Through**

**Friday, February 21**

*There are no extensions to this deadline!*

**Departments begin to build the Fall 2025 schedule of classes.**


**The URO scheduling team** rolled over the past Fall 2024 course offerings that were confirmed to create the Fall 2025 schedule as a starting point.

- We rolled over ALL codes under additional technology.
- We rolled over all Spring 2025 teaching spaces and capacities to Fall 2025.

### **Important References!**

- Read and review the [standard course meeting times and moratorium guidelines](#). It is expected that **all** course meeting times abide by the meeting time standards 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.
- Visit the [scheduling guide](#) to assist with S3 and non-S3 schedule of classes actions and questions.
- Visit the [university teaching spaces](#) regarding your department space capacities. These capacities are recorded in S3 for registration purposes.

### **For each course section offering:**

- Solicit feedback from your faculty regarding course times and room needs. Tab through **all** fields in the *S3 Sections: Section Details* pages for completeness, including max sizes, cross-lists, and meetings details (Note: tabbing through all fields invokes validations).
- **Alert:** The Monday, Wednesday, Friday (MWF) schedule is the most requested meeting time, particularly for 80 minute classes, which in turn also has the largest impact of not receiving a teaching space. If some courses can move to the Tuesday/Thursday (TR) meeting time, this will alleviate the impact on MWF teaching space requests. Because we roll over courses based on last year, most meeting days and times are settled and predominantly assigned a space. However, if your department needs to change a course day, time, or max size, please contact us for day for suggestions. In some cases, a teaching space may not be available for the new day, time, and/or max that is requested.
- **Required:** 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. Have alternate teaching times should space not be available.
- **Required:** Schedule department and college learning spaces (i.e., classrooms) **FIRST** to maximize those spaces before requesting centrally controlled space. Please verify your course meeting information to ensure there are no conflicts. Department spaces are listed as *Registrar Scheduled = No* on the S3 Meeting Details section. If a department space is not listed in S3, contact [courses@andrew.cmu.edu](mailto:courses@andrew.cmu.edu) to add the space.
- **Required:** When setting max sizes, refer to the past enrollment history (  circle) to set the MAX enrollment size. URO will limit max enrollments to 5% of previous semesters, while being mindful of courses with large drop rates.
- **Required:** Single meeting days, such as seminars, must be:
  - 1) paired/partnered with other courses at department level, OR
  - 2) scheduled in department spaces, OR
  - 3) moved to non-peak timeframes
- **Required:** Using the **additional technology field** under the section details:
  - Ask faculty about additional teaching preferences. All central teaching spaces are equipped with similar technology, but we do not know about special technology requests unless they are listed. This information assists Technology Enhanced Services to better service faculty and to assign space. For example, indicate course sections that need video conferencing, computing lab operating systems, demo carts, boards, etc.

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- Faculty needing a physical accommodation should have the *Additional Technology* field coded as **70** on the course section AND also send an email indicating the specific accommodation (physical access to the learning space, chalk sensitivity/allergy, etc.) to [courses@andrew.cmu.edu](mailto:courses@andrew.cmu.edu) with the subject line "F25 Faculty Accommodation".
- Course delivery modalities (delivery mode) per section remain the same from last fall:
  - **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 Fall 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. 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 section, 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.
- All **cross-listed** courses must be managed in S3 regardless of teaching space. This includes sharing a space between sections. Maintain cross-listed information under the *Registrar* tab under *Maintenance* called: **Course Cross-Listed Maintenance**. Max sizes between cross-listed course sections will be summed to assign a centrally controlled classroom. Refer to the scheduling guide for more information.
- If the building/room is listed as TBA or DNM, it is **not** the responsibility of the URO to assign a space. It is assumed that the course does not meet (DNM) or will meet in a faculty office or space that is NOT centrally controlled (TBA). It is best to understand the instructor's intention when they list TBA. Asking for central controlled space after this deadline may require a time change due to space availability.
- If changing a course from a full semester to a mini or vice versa, send email to [courses@andrew.cmu.edu](mailto:courses@andrew.cmu.edu). This change must be updated S3 by the University Registrar's Office.
- Review your course scheduling progress and modifications

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- For SDW users, there is a canned report called 'Schedule of Classes Report'. This report refreshes nightly, so it will display all changes the following day after they are made. If you don't have access to view this report on Tableau, send email to [sdw@andrew.cmu.edu](mailto:sdw@andrew.cmu.edu).

### DEADLINE:

**Friday, February 21**

*There are no extensions to this deadline!*

The *S3 Sections: Section Details* screen will be shut off after this date. Before Friday, February 21, 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 and times matching for all cross-listed or same space course section relationships? Are the max sizes set correctly so the proper size teaching space will be scheduled? Cross-listed courses will sum the max sizes to assign a space.
- Is additional technology noted for core courses, video conferencing, preferred boards, carts, computing lab operating system and faculty accommodations?
- Are the correct course delivery modes assigned?
- Were moratorium requests for undergraduate courses teaching between 4:50pm-6:50pm sent to John Papinchak ([jp7p@andrew.cmu.edu](mailto:jp7p@andrew.cmu.edu)) for approval?
- We are loading all offered course sections for all teaching spaces to 25live. Please be sure your meeting times are correct.
- **Special note on course adds/changes after February 21:** All new course additions or changes requesting central (Registrar) teaching space assignments will be **held from processing** until after the schedule of classes is posted on March 17. **It's important to meet the February 21 deadline for all of your course offerings!**

**Monday, February 24  
Through  
Friday, March 14**

The University Registrar's Office scheduling team will review all standard times and begin to assign central teaching space requests.

### IN THE MEANTIME, ...

To prepare for public viewing of the Fall 2025 Schedule of Classes (SOC) and SIO, review and update the following information for student advising and planning purposes.

- S3 Course Summary for course titles, units, grade option, course description, course profile, and course URLs. Note that units and grade options impact course registration.
- Incorrect department URLs should be sent to [courses@andrew.cmu.edu](mailto:courses@andrew.cmu.edu).
- Review the S3 Registration screens (under *Sections: Registration* tab). For course registration questions, send email to [registration@andrew.cmu.edu](mailto:registration@andrew.cmu.edu).
  - Course Reservations
  - Course Message
  - Manage Pre-requisites, Co-requisites and Anti-Requisites
- Faculty may be updated in *S3: Course: Section: Section Details: Instructor* section 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](mailto:courses@andrew.cmu.edu) with their name and Andrew ID (@andrew.cmu.edu) and department.
- Advisors are assigned to students.
- For changes or cancellations, send email to [courses@andrew.cmu.edu](mailto:courses@andrew.cmu.edu).
- **Reminder on course adds/changes:** Any new course additions after February 21 requesting central (Registrar) teaching space assignments will be held for review to check for time and space availability.

## SCHEDULE OF CLASSES/REGISTRATION TASK TIMELINE

<p><i>This information MUST be updated BEFORE the March 14 deadline to display in the Schedule of Classes (SOC) for advising and planning purposes.</i></p>	
<p><b>Monday, March 17</b></p>	<p><b>Publish the Fall 2025 Schedule of Classes for all locations.</b></p>
<p><b>Monday, March 17 thru Sunday, April 4</b></p>	<p>Departments have until April 4 to modify the <i>S3 Registration</i> screen and course summary information. Note that modifications will display on SIO and the schedule of classes as students and advisors are planning schedules.</p> <p><u>Verify the following information:</u></p> <ul style="list-style-type: none"> <li>• <b>Revisit</b> course reservation on new room assignments to semester courses. In some cases your reservations must change to meet new capacity of the rooms that were assigned. .</li> <li>• Registration information in <i>S3: Course: Sections: Registration</i> section, which includes the following functions: <ul style="list-style-type: none"> <li>○ Course Reservations</li> <li>○ Set special permission when applicable</li> <li>○ Course Message</li> <li>○ Manage Pre-requisites, Co-requisites and Anti-Requisites</li> </ul> </li> <li>• Course titles, units, grade option, course description, course profile, and course URLs found on the <i>S3: Course: Summary</i>. Note that course units and grade options impact course registration.</li> <li>• For course section modification (times, modality, etc.), send email to <a href="mailto:courses@andrew.cmu.edu">courses@andrew.cmu.edu</a></li> <li>• For course reservation questions, send email to <a href="mailto:registration@andrew.cmu.edu">registration@andrew.cmu.edu</a></li> </ul> <p>Changes during registration week and after registration week will impact student schedules and possibly waitlists. The above information is critical for registration success.</p>
<p><b>Monday, April 7 to Friday, April 11, 2025</b></p>	<p><b>Fall 2025 Registration Week</b></p>
<p><b>After Registration Week</b></p>	<ul style="list-style-type: none"> <li>• Update course titles, descriptions, profile, and catalog flags on <i>S3: Course Summary</i> at any time.</li> <li>• <b>Special note:</b> requests to change grading option or semester units after registration requires approval in writing from the Associate Dean before we will make the change.</li> <li>• Faculty listing in <i>S3: Course: Sections: Section Details</i> can be modified at any time before the <b>last day of class</b>.</li> <li>• Update course messages in <i>S3: Course: Registration: Course Message</i> at any time.</li> </ul> <p>Any other changes should be directed as follows:</p> <ul style="list-style-type: none"> <li>• Course section changes to <a href="mailto:courses@andrew.cmu.edu">courses@andrew.cmu.edu</a></li> <li>• Advisor/registration/reservation screen questions to <a href="mailto:registration@andrew.cmu.edu">registration@andrew.cmu.edu</a></li> </ul>