Spring 2022
Scheduling Process

WHAT EXACTLY WILL BE “THE NEW NORMAL” ANYWAY?
GOAL — Give students & faculty what they need to be successful

In-person experiences, coupled with possible opportunities for online flexibility (when available)

Classrooms
- All rooms back at full capacity
- All previous GA room assignments dropped
- Reduced GA allocations to departments
- Standard teaching schedule still prioritized
- iFlex classrooms restored to active learning layouts

Important Dates:
- 7/1 Preview Mode Live
- 9/9 at 10pm: GA Room Request Spreadsheets Due
- 10/4: Course Explorer Live
- 10/22: Room Assignments Complete
- 11/1: Priority Registration Begins
FMS sends Spring 22 spreadsheet (Spring 21 to Spring 22 term roll was similar to Fall 20 to Fall 21 term roll):
  - Spring 21 rolled to Spring 22 on Sept. 16, 2020 (when some sections starting changing to hybrid or fully online).
  - Spring 22 spreadsheet reflects how Spring 21 sections were on that roll date.
  - Spring 21 changes (and new sections) after that roll date will NOT reflect in the Spring 22 spreadsheet.

Department or allocated rooms: departments enter directly into Banner & remove rows from spreadsheet

All GA rooms are requested via spreadsheet returned to FMS by 9/9:
  - Do not hide rows/columns or rearrange column order for spreadsheet that will be returned to FMS
  - Return spreadsheet with only lines for sections needing GA classrooms
  - REQUIRED last yellow column: Projected Enrollment needed for ALL room requests
  - Optional red columns for Active Learning Classrooms (ALC): These are for iFlex & CLF requests only (as there is no longer a separate webform to submit)
  - Optional first yellow column: any additional information

After 9/9: all room requests (including using department rooms) need to be emailed to FMS
Rolling, Dropping, Allocating, & Assigning GA Classrooms: Process changing by SP 23

To encourage standard teaching schedule and efficient room usage, especially during peak meeting times

<table>
<thead>
<tr>
<th>Term</th>
<th>Rolled</th>
<th>Dropped</th>
<th>Allocated to Depts</th>
<th>Assigned by FMS</th>
</tr>
</thead>
</table>
| Pre-Pandemic    | • Some < 70 cap (if allocated to dept)  
• Some > 100 cap (for sections following standard teaching schedule w/ past fill above a certain %) | All 70-100 cap rooms        | Many rooms < 70 cap                    | • All 70-100 cap rooms  
• Any sections w/o rolled or allocated room (requested via spreadsheets) |
| Fall 21         | NONE                                | ALL                          | NONE                                   | ALL                                                                          |
| Spring 22       | NONE                                | ALL                          | Fewer rooms < 70 cap                   | Any sections w/o dept. or allocated room (from spreadsheets)                |
| Fall 22         | TBD                                 | TBD                          | Fewer rooms < 70 cap                   | Any sections w/o dept. or allocated room                                     |
| Spring 23       | Sections following standard teaching schedule w/ past seat fill 70%+ (except ALC rooms) | • ALC rooms (iFlex & CIF)  
• Sections w/ past seat fill < 70%  
• Sections not following standard teaching schedule | NONE                                   | All sections w/o rolled room                                                  |
Active Learning Classrooms (ALC), iFlex, Collaborative Spaces, Flex Style Classrooms, and so on are all various ways of referring to these same classrooms.

ALCs use set or flexible seating patterns to allow collaboration between students and with instructor.

A list of ALCs (including locations, layouts, and caps) can be found [here](#).

All ALCs require the completion of at least one of the orange “Active Learning” columns on the spreadsheet (along with the projected enrollment column 😊).

**Due to anticipated high demand, sections not following the standard teaching schedule will have limited options for CIF.**
Online delivery may often be hybrid with packaged or linked sections combining in-person and online instruction.

- All online schedule types are still available to use in Banner.
- Instructions for changing the schedule type can be found here.
- Guidance for packaging sections (fully in-person, fully online, or a combination) can be found here.
- For those experienced with linking sections, instructions and reminders can be found here.
  - If you are new to linking, Contact FMS.
  - If linking sections for a course that has never had linking before, Contact FMS.
As F & S converts classrooms back, they are re-assessing full room capacities and some may minor permanent capacity changes. We will update online information as we receive those updates.

Reach out to us **BEFORE** you change modalities. Although we run reports, we need to be aware of reasonings ahead of time especially when students are enrolled.

Changes from fully online to fully in person has been discouraged as it may result in schedule conflicts and does not honor the modality chosen by the student during registration. You should accommodate the online option if students enrolled for online.

Email students enrolled if making section changes (other than room locations) or cancelling a course. Reminder--new students have registration holds until 12:01am on Aug. 20. Consider reserving seats for those wanting to make changes but unable.

Remember to ask for rooms when required. Certain times and room sizes have very few options.
Quick Q & A

- Do I need to return the room request spreadsheet?
  - Only if you need GA rooms. Return the sheet with only those lines.

- What if all my sections are online, or in department/allocated rooms?
  - Enter all department/allocated rooms directly in Banner by 9/9. No spreadsheet needs to be returned.

- What if I need sections to be cross-listed?
  - Email FMS with the CRNs, term, and cross-list max enrollment. Online and in-person sections cannot be cross-listed with each other.

- Where can I find capacities for GA classrooms?
  - Capacities and room seating types can be found [here](#).

- I do not see my XM-OL sections on the spreadsheet. What happened?
  - XM-OL sections roll inactive, so those CRNs are on cancelled/inactive tab of the spreadsheet. Depts need to verify start and end dates (and adjust if needed) before changing to active.

- Do you have training documentation online?
  - We have re-formatted our training website: [Check it out!](#)