Fall 2022
Scheduling Process

BACK TO A MORE RELAXED TIMELINE
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
- GA room rolls based on seat fill/schedule
- Reduced [GA allocations](#) to departments
- [Standard teaching schedule](#) still prioritized
- Increasing demand for CIF/ALC space

Important Dates:
- Preview Mode Live Nov. 30
- 2/15/22 10pm: GA Room Request Spreadsheets Due
- 3/7/22: Course Explorer Live
- 3/21/22: Room Assignments Complete
- 4/4/22: Priority Registration Begins
CMSS resumes traditional term rolls so data from Fall 2021 will roll as it did pre-pandemic.
- Initial copy spreadsheets for Fall 22 reflect Fall 21 schedule types, linking, status as of November 11.

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

All GA rooms are requested via spreadsheet returned to CMSS by Feb. 15:
- Do not hide rows/columns or rearrange column order for spreadsheet that will be returned to CMSS
- 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 & CIF requests only (as there is no longer a separate webform to submit). If you request ALC space (especially CIF) without completing either column, your request might be missed in the first pass.
- Optional first yellow column: any additional information

After Feb. 15: all room requests (including using department rooms) need to be emailed to CMSS
GA Rooms: Stop, Drop, and Roll (or Allocate or Assign)

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 CMSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Pandemic</td>
<td>• Some &lt; 70 cap (if allocated to dept)</td>
<td>All 70-100 cap rooms</td>
<td>Many rooms &lt; 70 cap</td>
<td>• All 70-100 cap rooms</td>
</tr>
<tr>
<td></td>
<td>• Some &gt; 100 cap (for sections following standard teaching schedule w/ past fill above a certain %)</td>
<td></td>
<td></td>
<td>• Any sections w/o rolled or allocated room (requested via spreadsheets)</td>
</tr>
<tr>
<td>Fall 22</td>
<td>• Sections with standard meeting patterns and seat fill &gt;50% (adjusted down due to pandemic) in rooms 190 and under</td>
<td>• All room assignments in spaces with 190 seats or more (we will need to work back in large sections that were online in Fall 21)</td>
<td>Fewer rooms &lt; 70 cap</td>
<td>Any sections w/o dept. or allocated room</td>
</tr>
<tr>
<td></td>
<td>• Other sections in rooms allocated to the dept. (i.e. a CMN section in a CMN allocated room)</td>
<td>• All ALC rooms (iFlex and CIF)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sections not following standard teaching schedule or meeting 50% seat fill</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sections in rooms allocated to other depts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 23</td>
<td>Sections following standard teaching schedule w/ past seat fill 70%+ (except ALC rooms)</td>
<td>• ALC rooms (iFlex &amp; CIF)</td>
<td>NONE</td>
<td>All sections w/o rolled room</td>
</tr>
<tr>
<td>(tentative)</td>
<td></td>
<td>• Sections w/ past seat fill &lt; 70%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sections not following standard teaching schedule</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 continued high demand, sections not following the standard teaching schedule will have limited options for CIF.
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 2/15. No spreadsheet needs to be returned.

What if I need sections to be cross-listed?
- Email CMSS 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!
The Provost’s Office has stated that all sections in-person should remain in-person. This expectation and guidelines for delivery changes were relayed to all Deans and Dept. Heads in late September.

Room changes should be requested as soon as possible. High volume times and requests for ALC/iFlex spaces may have limited options.

Email students enrolled if making section changes (other than room locations) or cancelling a course. This applies to time and/or date changes and APPROVED modality changes.

We will continue to examine reports to assist with possible registration errors and also when enrollment exceeds capacity in the GA rooms.