Spring 2023
Scheduling Process
A CHANGE IS AS GOOD AS A REST
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 allocations removed
- More sections of all sizes to roll
- [Standard teaching schedule](#) still prioritized
- ALC rooms in higher demand and must be requested

Important Dates:
- 5/20 Preview Mode Live
- 8/5 at 10pm: GA Room Request
  Spreadsheets Due
- 10/3: Course Explorer Live
- 10/17: Room Assignments Complete
- 10/31: Priority Registration Begins
FMS sends Spring 23 spreadsheet:

- Spring 22 rolled to Spring 23 on May 12. This is back to the traditional roll pattern so no more trying to determine why your Spring 22 CRN is gone.
- Spring 23 spreadsheet reflects how Spring 22 sections were on that roll date.

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

All GA rooms are requested via spreadsheet returned to CMSS by:

- Do not hide rows/columns, rearrange column order or change the tab names on the spreadsheet that will be returned to CMMS
- 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 do not complete either orange column for an ALC space, you may miss out on that space/those spaces.**
- Optional first yellow column: any additional information

After August 5: all room requests (including using department rooms) need to be emailed to CMSS
Rolling, Dropping, Allocating, & Assigning GA Classrooms: Process changed as of 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) • Some &gt; 100 cap (for sections following standard teaching schedule w/ past fill above a certain %)</td>
<td>All 70-100 cap rooms</td>
<td>Many rooms &lt; 70 cap</td>
<td>• All 70-100 cap rooms • Any sections w/o rolled or allocated room (requested via spreadsheets)</td>
</tr>
<tr>
<td>Fall 21</td>
<td>NONE</td>
<td>ALL</td>
<td>NONE</td>
<td>ALL</td>
</tr>
<tr>
<td>Spring 22</td>
<td>NONE</td>
<td>ALL</td>
<td>Fewer rooms &lt; 70 cap</td>
<td>Any sections w/o dept. or allocated room (from spreadsheets)</td>
</tr>
<tr>
<td>Fall 22</td>
<td>NONE</td>
<td>TBD</td>
<td>Fewer rooms &lt; 70 cap</td>
<td>Any sections w/o dept. or allocated room</td>
</tr>
<tr>
<td>Spring 23</td>
<td>Sections following standard teaching schedule (except ALC rooms). We did not employ a seat fill this term. • ALC rooms (iFlex &amp; CIF) • Sections not following standard teaching schedule</td>
<td>NONE</td>
<td>All sections w/o rolled room</td>
<td></td>
</tr>
</tbody>
</table>
Active Learning Classrooms: Where the Magic Happens!

- 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 CMSS](#).
  - If linking sections for a course that has never had linking before, [Contact CMSS](#).
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 either in department rooms or are online?
  - Enter all department rooms directly in Banner by . 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!