Fall 2023
Scheduling Process
Summary of Key Points

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:
- 11/7 Preview Mode Live
- 1/24 at 10pm: GA Room Request
  - Spreadsheets Due
- 3/6: Course Explorer Live
- 3/20: Room Assignments Complete
- 4/3: Priority Registration Begins
Room Request Spreadsheet

- CMSS sends Fall 23 spreadsheet:
  - Fall 22 rolled to Fall 23 on Oct 26. This is back to the traditional roll pattern so no more trying to determine why your Fall 22 CRN is gone.
  - Fall 23 spreadsheet reflects how Fall 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 bottom 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.
  - If your room rolled and you are requesting a change, please put “new room requested” in the yellow room request column
  - Optional first yellow column (room request column): any additional information
- After January 24: 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)</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>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</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)</td>
<td>ALC rooms (iFlex &amp; CIF) Sections not following standard teaching schedule</td>
<td>NONE</td>
<td>Any sections w/o rolled room</td>
</tr>
<tr>
<td>Fall 23</td>
<td>Sections following standard teaching schedule (except ALC rooms). We did not employ a seat fill this term.</td>
<td>• ALC rooms (iFlex &amp; CIF) • Sections not following standard teaching schedule</td>
<td>NONE</td>
<td>All sections w/o rolled room</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 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](#).
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!