**Guidelines Overview**

<table>
<thead>
<tr>
<th>Lecture times</th>
<th>Summer</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Standard class times used prior to Covid-19 are authorized.</td>
<td>Covid-19 grid with 30-min passing periods.</td>
</tr>
<tr>
<td></td>
<td>No changes to summer times have been made.</td>
<td></td>
</tr>
</tbody>
</table>

- **Fall SRS, Astra, and Compass (In Phase)**

- **University Classroom Assignments**
  - Summer – All sections will start with no room assigned.
  - Fall – Most rooms retained from last fall as a starting position.

- **Regular Exams & Finals**
  - Dual Delivery Courses
    - Regular exams should accommodate F2F and Online students.
  - All Other Delivery Modes
    - Delivered consistently with meeting delivery mode.

**Exams Hosted Outside Class Times (Common Exams)**

- Summer
  - Exams may be scheduled at typical times.
  - All exams proctored outside of class are to be hosted online.
- Fall
  - Times shifted later to reduce conflicts.
  - Mon/Wed exams start no earlier than 8:45 PM
  - Tue/Thu exams start no earlier than 8:30 PM
  - Fri exams start no earlier than 8:00 PM
  - All exams proctored outside of class are to be hosted online.


**Subject to Change**

<table>
<thead>
<tr>
<th>Current Exam Classrooms</th>
<th>Lecture Times</th>
<th>Section Request System (SRS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG classes over Graduate classes</td>
<td>Prioritize first year classes, senior capstones, and 50% of UG sections are face to face classes</td>
<td>All Undergraduate students have 2 or more face to face classes</td>
</tr>
<tr>
<td>All sections will start with no room assigned.</td>
<td>Most rooms retained from last fall as a starting position.</td>
<td>No changes to summer times have been made.</td>
</tr>
</tbody>
</table>

**Course Scheduling Timeline**

**Jan. 26 - Mar. 12 (5:00 PM)**

**Information**

- **F2F Goals Fall 2021 (Proposed)**
  - All Undergraduate students have 2 or more face to face classes
  - 50% of UG credit hours are face to face
  - 50% of UG sections are face to face
  - Prioritize first year classes, senior capstones, and UG classes over graduate classes

- **New Feature**
  - Assign departmental spaces (e.g., labs, meeting rooms, etc.)

**Step 1: Meeting Days and Times**

- **Best Practices**
  - Update meeting days and times first.
  - Lecture times should adhere to standard patterns in effect for summer and fall 2021.
  - If your program schedules single day "block" patterns, do your best to start at a standard time.
  - Update lab and recitation times as needed.

- **Critical Change**
  - Changing meeting days or times on sections assigned to a University Classroom will drop the room in most cases.

**Step 2: Rooms**

- **Room Constraints**
  - Access is restricted to internal, departmentally allocated spaces only.
  - University classrooms will be assigned from a centralized pool.
  - Departments determine what’s appropriate.
  - Assume same occupancy guidelines as spring 2021.
  - 33-43% departments determine what’s appropriate in each space within the range.

**Step 3: Remote-Online Meeting "flag"**

- Assign the Remote-Online resource to flag remote only meetings.
- Refer to Phase 1: Astra Guidance for details on assigning resources.
- Contact Scheduling at 979.458.4950 or scheduling@tamu.edu if you need help.

**Compass**

- SASECT (critical if you need a room)
  - Set individual sections to anticipated final enrollment.
  - DO NOT configure common meetings for optimization by setting the 'do not optimize' flag or adjusting max for the lead section.
  - Scheduling will use max enrollment settings in effect on Mar. 12 to search for classrooms.
  - Max enrollment can be adjusted after Mar. 12 as needed.

- SASECT (critical if you need a room)
  - Update instructors prior to publishing on March 23, 2021.
<table>
<thead>
<tr>
<th>Phase 2</th>
<th>University Classroom Assignment (upcoming)</th>
<th>Mar. 15 - Mar. 19</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>University Classroom Assignments</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Scheduling will assign university classrooms for meetings not flagged for remote delivery during Phase 1.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Reminder: set max enrollment on SSASECT prior to Mar. 12. Max enrollment will be used to search for classrooms.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Priority will be applied in the following order:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Standard 3-hour lecture patterns</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Standard 2-hours lecture patterns</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Standard 1-hour lecture/seminar patterns</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Non-standard patterns that start at a standard time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. All other non-standard patterns</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase 3</th>
<th>Publish In Howdy (upcoming)</th>
<th>Mar. 22</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Schedules Published in Howdy</strong></td>
<td></td>
</tr>
</tbody>
</table>