**Course Scheduling Timeline**

**Accelerated Scheduling Timeline: Spring 2021 (202111 & 202112)**

*Modified 9/28/2020 Subject to Change*

### Phase 1
**Data Prep (completed)**

- **Sep. 17 - Sep. 22**
  - Lecture times adjusted to Covid-19 grid with 30-min passing periods.
  - University Classroom assignments removed. University classrooms will be assigned from a central pool in Phase 3.
  - Exams:
    - Dates adjusted for 2021 calendar.
    - Times shifted later to reduce conflicts.
    - Mon/Wed exams start no earlier than 8:45 PM
    - Tue/Thu exams start not earlier than 8:30 PM
    - Fri exams start no earlier than 6:00 PM
    - Location listed as ONLINE: All exams proctored outside of class are to be proctored online.
  - Priority will be applied in the following order:
    1. Standard 3-hour lecture patterns
    2. Standard 2-hour lecture patterns
    3. Standard 1-hour lecture/seminar patterns
    4. Non-standard patterns that start at a standard time
    5. All other non-standard patterns

### Phase 2
**SRS, Astra, and Compass (In-progress)**

- **Phase 1**
  - Data Prep - Completed
  - Subject to Change
  - Modified 9/2
  - Accelerated Scheduling Timeline: Spring 2021 (202111 & 202112)
  - and UG classes over 50% of UG sections are face to face
  - 50% of UG credit hours are face to face
  - All Undergraduate students have 2 or more face to face classes
  - 50% of UG sections are face to face
  - Prioritize first year classes, senior capstones, and UG classes over graduate classes

- **Phase 2**
  - SRS, Astra, and Compass (In-progress)
  - F2F, SRS, Astra, and Compass (In-progress)

- **Phase 3**
  - Classrooms & Delivery Mode (upcoming)

- **Phase 4**
  - Publish in Howdy (upcoming)

#### Phase 2 Checklist

- **Add new, cancel, and edit sections as needed.**
  - New Section Form Best Practices
  - Distance Education sections (approved for non-traditional delivery NTF/A) should be submitted using standard practices.
  - Check distance education or web onsite check box
  - Delivery mode ‘Web-based’
  - Sections that will have one or more meetings delivered remotely due to Covid-19
  - Use Delivery mode ‘Traditional, Face-to-Face’
  - Scheduling will update mode based on how meetings are scheduled in Astra (Phase 3).

#### Astra Checklist

- **Pro Tip:** sequence your work in the order suggested below (i.e., days/time, rooms, indicate remote). This will save you time and frustration.
  - **Step 1: Meeting Days and Times**
    - Best Practices
      - Update meeting days and times first.
      - Lecture times should adhere to Covid-19 standard patterns ([Use Covid-19 Class Lecture Times](https://example.com))
      - If your program schedules single day ‘lock’ patterns, do your best to start at a standard time.
      - Update lab and recitation times as needed.
  - **Step 2: Rooms**
    - Note: access is restricted to internal, departmentally allocated spaces only. University classrooms will be assigned from a centralized pool in Phase 3.
    - Best Practices
      - Drop rooms that will not be used
      - Assign departmental spaces (e.g., labs, meeting rooms, etc.)
      - Assume same occupancy guidelines as fall 2020.
      - 33-40%, 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 meetings.
    - Refer to [Phase 2: Astra Guidance](https://example.com) for detailed instructions on assigning resources.
    - This is new to most Astra users. Contact Scheduling at 979.324.6059 or scheduling@tamu.edu if you need help.

#### Compass Checklist

- **SSASECT Max Enrollment (critical if you need a room)**
  - Set to anticipated final enrollment
  - Scheduling will use Max enrollment settings in effect on Oct. 16 as needed.
  - Max enrollment can be adjusted Oct. 16 as needed.
  - Assume same occupancy guidelines as fall 2020.
  - 33-40%, departments determine what’s appropriate in each space within the range.

- **SSASECT Instructors**
  - Update instructors prior to publishing on October 19, 2020.

#### Best Practices

- New Section Form Best Practices
  - Distance Education sections (approved for non-traditional delivery NTF/A) should be submitted using standard practices.
  - Check distance education or web onsite check box
  - Delivery mode ‘Web-based’
  - Sections that will have one or more meetings delivered remotely due to Covid-19
  - Use Delivery mode ‘Traditional, Face-to-Face’
  - Scheduling will update mode based on how meetings are scheduled in Astra (Phase 3).

#### Course Lectures

- **Course Scheduling Timeline**
  - **Sep. 17 - Sep. 22**
    - Lecture times adjusted to Covid-19 grid with 30-min passing periods.
    - University Classroom assignments removed. University classrooms will be assigned from a central pool in Phase 3.
  - **Exams**
    - Dates adjusted for 2021 calendar.
    - Times shifted later to reduce conflicts.
    - Mon/Wed exams start no earlier than 8:45 PM
    - Tue/Thu exams start not earlier than 8:30 PM
    - Fri exams start no earlier than 6:00 PM
    - Location listed as ONLINE: All exams proctored outside of class are to be proctored online.
  - **Phase 2**
    - SRS, Astra, and Compass (In-progress)
  - **Phase 3**
    - Classrooms & Delivery Mode (upcoming)
  - **Phase 4**
    - Publish in Howdy (upcoming)

#### Scheduling

- **Scheduling**
  - Scheduling will assign university classrooms for meetings not flagged for remote delivery during Phase 2.
  - Reminder: be sure to set max enrollment on SSASECT prior to Oct. 12. Max enrollment will be used to search for classrooms.
  - Priority will be applied in the following order:
    1. Standard 3-hour lecture patterns
    2. Standard 2-hour lecture patterns
    3. Standard 1-hour lecture/seminar patterns
    4. Non-standard patterns that start at a standard time
    5. All other non-standard patterns

#### Delivery Modes

- **view Spring 2021 Delivery Modes**
  - Scheduling will update delivery modes based on how meetings are scheduled in Phase 2 - Astra using a scripted process.
  - Subsequent request to update delivery mode should be submitted via SRS using the comment field.

#### Schedules Published in Howdy

- **Oct. 19**
  - Schedules Published in Howdy