Accelerated Scheduling Timeline: Spring 2021 (202111 & 202112)

### Phase 1
**Data Prep (completed)**
- **Sept. 17 - Sept. 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)**
- **Sept. 23 - Oct. 16 (5:00 PM)**
  - **SRS Checklist**
    - Add new, cancel, and edit sections as needed.
    - New Section Form Best Practices
      - Distance Education sections (approved for non-traditional delivery NTFA) 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.
        - If your program schedules single day “block” patterns, do your best to start at a standard time.
        - Update lab and recitation times as needed.
      - 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 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
        - Classrooms Assignments
          - 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.
    - **Step 3:** Remote-Online Meeting “flag”
      - Assign the 'Remote-Online' resource to flag remote only meetings.
      - Refer to Phase 2 - Astra Guidance for detailed instructions on assigning resources.
      - This is new to most Astra users. Contact Scheduling at 979.458.4950 or scheduling@tamu.edu if you need help.

### Phase 3
**Classrooms & Delivery Mode (upcoming)**
- **Oct. 19 - Oct. 23**
  - **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 to search for classrooms.
      - Max enrollment can be adjusted after Oct. 23 as needed.
    - SSASECT Instructors
      - Update instructors prior to publishing on October 26, 2020.