### Guidelines Overview

<table>
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| ✓ Standard class times used prior to Covid-19 are authorized.  
| ✓ No changes to summer times have been made.  
| **Fall** |  
| ✓ Covid-19 grid with 30-min passing periods.  
| ✓ Covid-19 Lecture Times  
|  
| **University Classroom Assignments** |  
| **Summer** |  
| ✓ All sections will start with no room assigned.  
| ✓ Sections requiring a university classroom will be assigned space from the central pool during Phase 2.  
| **Fall** |  
| ✓ Rooms retained from last fall as a starting position.  

### Phase 1

**SRS, Astra, and Compass (In-progress)**

**F2F Goals (Provost)**

- ✓ 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

**Timeline: Summer & Fall 2021 (202121/22 & 202131/32)**

Modified 01/22/2021
Subject to Change

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**Common Exams or Exams Hosted Outside Class Times**

**Summer**

- ✓ Exams may be scheduled at typical
- ✓ All exams proctored outside of class are to be hosted online.

**Fall**

- ✓ Times shifted later to reduce conflicts.  
  - o Mon/Wed exams start no earlier than 8:45 PM  
  - o Tue/Thu exams start not earlier than 8:30 PM  
  - o Fri exams start no earlier than 6:00 PM  
- ✓ All exams proctored outside of class are to be hosted online.

### Section Request System (SRS)

- ✓ Add new, cancel, and edit sections as needed.
  - o 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 delivered via Traditional F2F, Dual, Mixed, Remote, or other delivery modes.
    - ▪ Use the instructional method dropdown in SRS to indicate appropriate mode.
    - ▪ View Covid-19 Delivery Modes
  - o Active Section Edit Best Practices
    - ▪ Use the edit feature to update grade mode, section notes, and dates (if applicable).
    - ▪ New Feature
      - ▪ Instructional Method for sections currently listed as TR, DUAL, MIXED, or REM can be edited using the new dropdown.
      - ▪ View Covid-19 Delivery Modes
    - ▪ Existing WEB-Distance sections must be cancelled and a new section requested to change instructional method.
    - ▪ Existing TR, DUAL, MIXED, or REM sections must be cancelled and a new section requested to update to WEB-Distance.

### Astra Checklist

**Pro Tip:** sequence your work in the order suggested below (i.e., days/time, rooms, indicate remote).

**Phase 1:**

- **Meeting Days and Times**  
  - o Best Practices
    - ▪ Update meeting days and times first.  
    - ▪ Lecture times should adhere to standard patterns in effect for summer and fall 2021 (Covid-19 Lecture Times)  
    - ▪ If your program schedules single day "block" patterns, do your best to start at a standard time.  
    - ▪ Update lab and recitation times as needed.  
  - o Critical: Changing meeting days or time on sections assigned to a University Classroom will drop the room in most cases.

**Phase 2:**

- **Rooms**  
  - o Access is restricted to internal, departmentally allocated spaces only. University classrooms will be assigned from a centralized pool in Phase 2.
  - o Best Practices
    - ▪ Drop rooms that will not be used  
    - ▪ Assign departmental spaces (e.g., labs, meeting rooms, etc.)  
    - ▪ Assume same occupancy guidelines as spring 2021  
    - ▪ 53-40%, departments determine what’s appropriate in each space within the range.

**Phase 3:**

- **Remote-Online Meeting “flag”**  
  - o Assign the ‘Remote-Online’ resource to flag remote only meetings.
  - o Refer to Phase 1, Astra Guidance for detailed instructions on assigning remote-only.
  - o Contact Scheduling at 979.458.4950 or scheduling@tamu.edu if you need help.
## Course Scheduling Timeline

### Compass
- **SSASECT Max Enrollment** (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.
- **SSASECT Instructors**
  - Update instructors prior to publishing on March 22, 2021.

### Phase 2
**University Classroom Assignment (upcoming)**
- **Mar. 15 - Mar. 19**
- **University Classroom Assignments**
  - Scheduling will assign university classrooms for meetings not flagged for remote delivery during Phase 1.
  - Reminder: set max enrollment on SSASECT prior to Mar. 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-hours 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 3
**Publish in Howdy (upcoming)**
- **Mar. 22**
- **Schedules Published in Howdy**