Course Scheduling Timeline

Timeline: Spring 2022 (202211/12)
Modified 7/6/2021
Subject to Change

Guidelines
Baseline
Lecture times
Teaching Space

Baseline:
Spring 2020 term data has been rolled (copied) forward as the baseline for scheduling spring 2022 as an effort to minimize the workload necessary to adjust meeting time and classroom assignment.

Please note, sections added to the schedule for the first time in spring 2021 will need to be reestablished for spring 2022.

Lecture Times:
Please use Standard Lecture Times with 20-min passing periods as a best practice.

Teaching Space:
Assume 100% (normal) occupancy when assigning teaching space during Phase 1. Normal priority classroom access applies.

Phase 1 - Departmental Access in Astra and SRS
Update Meeting Days/Times/Rooms (Astra)
Add/Edit Cancel Sections (SRS)

July
Sunday Monday Tuesday Wednesday Thursday Friday Saturday
4 5 6 7 8 9 10
11 12 13 14 15 16 17
Aug
18 19 20 21 22 23 24
25 26 27 28 29 30 31
Sep
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

Oct
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31 32

Phase 2 - Pre-release Error Checking and Room Optimization (Registrar)
Pre-release Error Checking and Room Optimization (Registrar)
Office of the Registrar will use this time to:
1. Run room optimizations to locate classrooms for unassigned lecture or seminar meetings if feasible.
   a. Scheduling will reach out to departments with uncovered meetings on a case-by-case basis.
   b. If you requested large venues during prime time, be prepared to consider alternative class times.
2. General error checking/resolve double-bookings.

Phase 3 - Publish Spring Schedules in Howdy
Publish Spring Schedules in Howdy

Office of the Registrar

SRS and Astra Open for Fall 2021
SRS
Add New, Edit, or Cancel sections via SRS workflow as needed. Newly added sections will import to Astra overnight.

Astra Checklist

1. Update class times as needed. Please use Standard Lecture Times.
2. Assign teaching space.
   a. Normal classroom priority access applies.
   b. All spaces may be scheduled at 100% occupancy.

Compass Checklist

1. SBASECT
   a. Update section limits
   b. Assign/update instructor listings
2. SWASUBJ
   a. Associate users with sections to extend specific access in Canvas, AEFS/Course Evals, and Howdy (rosters, grading, etc.) as appropriate.
   b. Visit SWASECT Roles for more information.

Jul. 14 – Sep. 17 (5:00 PM)

Sep. 18 – Oct. 14

Oct. 15