### Guidelines

**Baseline**

- Lecture times
- Teaching Space

**Phase 1** - Departmental Access in Astra and SRS

- Update Meeting Days/Times/Rooms (Astra)
- Add/Edit/Cancel Sections (SRS)

**Phase 2** - 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 lectures or seminars if feasible.
  2. Schedule rooms, if necessary, to adjust to department needs.

**Phase 3** - Publish Fall Schedules in Howdy

- Office of the Registrar will use this time to:
  1. Run room optimizations to locate classrooms for unassigned lectures or seminars if feasible.
  2. Schedule rooms, if necessary, to adjust to department needs.

### Timeline: Spring 2022 (202211/12)

#### Phase 1 - Departmental Access in Astra and SRS

**Update Meeting Days/Times/Rooms (Astra)**

- **Add/Edit Cancel Sections (SRS)**

**SRS and Astra Open for Spring 2022**

- SRS and Astra are open for the Spring 2022 term.
- Please use **Standard Lecture Times** with 20-min passing periods as best practice.

**Astra Checklist**

- **Only Spring 2022 updates will be captured!!**
  1. Update class times as needed. Please use **Standard Lecture Times**.
  2. Assign new sections, edit or cancel sections via SRS workflow as needed. Newly added sections will import to Astra overnight.

**Compass Checklist**

- **SBASECT**
  1. Update section limits
  2. Assign/update instructor listings

- **SWASUBJ**
  1. Associate users with sections to extend specific access in Canvas, AEFIS, Course Evals, and Howdy (rosters, grading, etc.) as appropriate.
  2. Visit **SWASECT Roles** for more information.

#### Phase 2 - Pre-release Error Checking and Room Optimization (Registrar)

**Sep. 22 – Oct. 14**

- **Office of the Registrar** will use this time to:
  1. Run room optimizations to locate classrooms for unassigned lectures or seminars if feasible.
  2. Schedule rooms, if necessary, to adjust to department needs.

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

**Oct. 15**

- **Spring Schedules Published in Howdy on October 15, 2021.**
- **Reminder:** Spring 2022 Pre-registration begins on November 4.