Guidelines

Lecture Times:
Transition back to Standard Lecture Times with 20-min passing periods. Scheduling will reset meetings previously scheduled with Covid-19 adjusted class times back to standard during Phase 1.

Teaching Space:
Assume 100% (normal) occupancy when assigning teaching space during Phase 2. Access to normal classroom priorities will be restored while users are working in Astra.

Phase 1
Data Preparation (Registrar)
Mar. 23 – Mar. 28
The Office of the Registrar is preparing data ahead of Phase 2:
1. Reset lecture times to Standard Lecture Times.
2. Remove distanced classroom assignments.
3. Reset sections with MIXED, DUAL, or REM delivery mode to TR (Traditional, F2F).
4. Reconfigure SRS and Astra for “normal” scheduling.

Phase 2
Departmental Access in Astra and SRS
Update Meeting Days/Times/Rooms (Astra)
Add/Edit/Cancel Sections (SRS)
Mar. 29 – Apr. 18 (11:59 PM)
SRS and Astra Access Re-opens
SRS
Add New, Edit, or Cancel sections via SRS workflow as needed. Newly added sections will import to Astra overnight.

Astra Checklist
!!! Only Fall 2021 updates will be captured !!!
1. Adjust lab and recitation times (if applicable).
2. Update lecture and seminar times as needed. Please use Standard Lecture Times.
3. Assign teaching space.
   a. Normal classroom priority access applies.
   b. All spaces may be scheduled at 100% occupancy.

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

Phase 3
Pre-release Error Checking and Room Optimization (Registrar)
Apr. 19 – Apr. 26
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 4
Publish Fall Schedules in Howdy
Apr. 27
Fall Schedules Published in Howdy on April 27.
Reminder: Fall 2021 Preregistration begins on April 29.