Course Scheduling Timeline

Timeline: Summer & Fall 2022 (2022/21 & 2022/31)
Modified 12/1/2021
Subject to Change

Guidelines
Lecture times
Teaching Space

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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.

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Sun Mon Tue Wed Thu Fri Sat
Dec 5 6 7 8 9 10 11 12 13 14 15 16 17 18
Jan 19 20 21 22 23 24 25 26 27 28 29 30 31
Feb 1 2 3 4 5 6 7 8 9 10 11 12
Mar 13 14 15 16 17 18 19 20 21 22 23 24 25 26
Apr 27 28 29 30 31

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Phase 1
Departmental Access in Astra and SRS

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

Dec 13 – Feb. 25 (5:00 PM)

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

Feb. 26 – Mar. 15
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.

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Phase 3
Publish Schedules in Howdy

Mar. 16

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SRS and Astra Open for Summer & Fall 2022
SRS
Add New, Edit, or Cancel sections via SRS workflow as needed. Newly added sections will import to Astra overnight.

Astra Checklist
1. Only Summer & Fall 2022 updates will be captured!!!
   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. SSASECT
   a. Update section limits
   b. Assign/update instructor listings
2. SWASUBJ
   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.

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ENROLLMENT & ACADEMIC SERVICES
OFFICE OF THE REGISTRAR

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