COURSE SCHEDULERS MEETING
Tuesday, February 5, 2019
12:45 p.m. to 1:45 p.m.

TOPIC: FALL 2019 COURSE SCHEDULES AND REGISTRATION

Introductions

Fa 2019 Schedule Preparation Time Line
- Service Course Scheduling
  - February 11, 2019 – February 15, 2019
    - Applied Mathematics
    - Biology
    - Chemistry
    - Computer Science
    - Physics
    - COM 101/111 and ROTC courses (Air Science, Military Science, and Naval Science)
- Course Scheduling – All Units
  - February 18, 2019 – March 8, 2019
- Course Schedules Due: Friday, March 8, 2019
  - Must be submitted in CourseLeaf CLSS.
- Review and Edits
  - March 11, 2019 - Friday, March 15, 2019 - CLSS CLOSED TO EDITS
  - March 18, 2019 – CLSS reopens for edits
- Fall 2019 Schedule Posted
  - Schedules viewable on web on Monday, March 25, 2019
  - Last day to withdraw from Full Term Classes: April 1, 2019
  - Registration begins on Monday, April 8, 2019
  - Last day to request Spring 2019 Incomplete Grade: May 5, 2019

Course Scheduling Policies
- Classes must meet in a standard time block as indicated on the Course Schedule Time Grid (see documentation in the Course Schedulers group in Google).
- Classes must meet according to the number of contact minutes in the catalog. A contact hour is equivalent to 50 minutes. To update the contact hours for a course, please submit a Course Add/Change/Delete form.
- Classes (excluding labs and studios) may be scheduled as follows each week:
  - Two days a week (MW, TR, WF)
  - Three days a week (MWF, TRF)
  - Once a week during the evening (5:00 pm or 6:25 pm), Monday through Thursday
  - Once on Fridays (excluding 100 and 200-level lecture courses)
  - Be paired with another course of similar size in the same time slot but on corresponding days (MW, TR, or WF; excluding 100 and 200-level lecture courses)
This applies only to undergraduate, graduate, continuing education, and professional learning classes that meet in shared classroom space in Siegel (SH), Perlstein (PH), Wishnick (WH), Pritzker Science Center (PS), Alumni Memorial (AM), Retalliaia (RE), Stuart (SB), IIT Tower (IT), Hermann (HH), and Kaplan (KI) buildings.
- For academic departments that regularly schedule course sections in the morning and afternoon, it is required that the department schedules at least one MW course section and one TR course section that meets in an academic classroom in the 8:35 am time slot.
CourseLeaf CLSS Feedback

- Rolling Courses (Fall 2018)
  - All active
  - Inactive vs Delete

- Workflow
  - Adding more detail to the explanation
  - New sections
  - Completion email
  - Linked sections
    - Support Team
  - Cross-listed sections
  - Decrease enrollment
    - Waitlist
  - Increase enrollment with non-standard meeting time
    - Support team

- List of Instructors
  - Registrar Cleanup

- Special Topics Courses – Workflow during Publish and Registration Phase
  - Long Title vs Short Title

- New Hire
  - HR – provide A#  
  - Registrar – Grant Faculty access in Banner
  - Appear in CLSS in 24hr

- Add field for classroom request
- THANK YOU!!!
  - Email Updates/ Workarounds

Refresher Training

- Visualization / Snapper
  - Viewing additional scheduling unit
- Utilizing the help feature
- User defined feature
- Navigation Tips

Registrar Improvements

- Course Scheduling Website
  - February 28, 2019
- CLSS Improvements
  - Support team

CourseLeaf Conference – February 26, 2019 – March 1, 2019 – Stephanie Glover out of office.

Update 02/04/2019