Scheduling Digest – Fall 2024

Upcoming Scheduling Deadlines

9/25/2024 Fall term begins
10/11/2024 Spring scheduling unit submission due
10/28/2024 Spring term published in Schedule of Classes
11/01/2024 Fall finals added to sections
11/6/2024 Summer plan phase begins in CLSS
11/11/2024 Veterans Day – University is Closed
11/14/2024 Winter registration phase begins in CLSS
11/17/2024 Winter registration opens, Phase 1
11/28/2024 & 11/29/2024 Thanksgiving Break – University is Closed
12/5/2024 Winter registration Phase 2 begins, waitlist available
12/9/2024- 12/13/2024 Fall term finals week
For full schedule of deadlines and explanation of CLSS phases and modes please visit:
https://registrar.oregonstate.edu/scheduling-deadlines

Building/Classroom Information

The following buildings are offline for renovations and impact GP and department classroom availability:

- Withycombe - 2 GP classrooms and 1 GP Computer classroom, projected completion Spring 2025.
- Gilkey - 5 GP classrooms, projected completion date Fall 2025.
- Fairbanks – 1 GP classroom, 3rd/4th floor renovations continue. Completion date TBD.

The following GP classrooms will be offline for tech upgrades throughout the academic year. By coordinating with Academic Technologies and scheduling maintenance and upgrades in advance, we aim to reduce emergency tech issues and avoid last-minute room changes.

- **Fall 2024**: KIDD 236, PHAR 107, WB 205
- **Winter 2025**: BAT 250, DEAR 118, GLSN 100, PHAR 305
- **Winter Finals week/Spring Break**: LPSC 125
- **Spring 2025**: GLSN 200, KIDD 237, KIDD 364, WALD 132, WALD 244
- **Summer 2025**: COVL 216, KIDD 350, and likely some LINC rooms TBD.

Finals Schedules for AY 24/25

Finals are posted for the academic year.

https://registrar.oregonstate.edu/final-examination-schedule

Please note that any change requests for finals day/times *must be submitted no later than week 5 of the term*, and with written endorsement from the department chair and dean. IF requests are approved, accommodations must be made to provide the exam on the originally scheduled date and time for those students who are unable to take the exam at the new date/time.

https://registrar.oregonstate.edu/exams

FEES

Every term we get questions about section fees. The following information is distilled from the information we have available on our website, with some additional commentary.

Adding fees to sections is a manual process that we (OtR Scheduling) do in Banner on your request through notes in CLSS.

- Fees **must** be added to sections **prior to registration**. Fees will not be added to a section once there are students enrolled.
- If a fee needs to be added after students have registered, you must cancel the existing section and create a new one with the fee applied.
- Department Schedulers must notify the Academic Scheduling team of new or updated fees in CLSS. Course fees will not be added to a course section until they are fully approved and listed in the fee book for the corresponding term.
- Fees should only be added to **credit bearing** sections in a linked group (e.g. not to 0 credit labs or recitations).
- Each fee will have a fee detail code, a dollar amount, and a type (per credit or per course). All of this information is required in order to add a fee to a section. **A fee code must be assigned before a fee can be added.**
- Fees are **not** automatically added to most sections, they must be requested for each CRN (though fees will roll forward each like-term until the fee is removed or the section is canceled). Fees are also **not automatically updated** based on what is in the fee book, so Department Schedulers will need to request updates if fees increase or decrease over time. **There is no automatic connection between approved fees in the fee book and scheduled class sections in Banner.**

Where to find fees on sections

CLSS does not currently support fee information, but there are a few ways to see fees on sections:

- Banner – SSADETL, this page allows you to look up one section at a time.
- CORE – CRS0957 (course fees) – this report is not always available for future terms depending on when upcoming academic year is added to CORE. Future AY is generally available sometime in March.
- SSR1000 – You can request this report in an email to schedule@oregonstate.edu after a term is rolled.
- Schedule of Classes – After Design Mode is complete and ALL scheduling units are in Refine Mode, then the term is updated to the Schedule of Classes.

How to add fees to sections

The Scheduling Training and Resources page in Canvas has a "CLSSHowTo – Add Remove Update Fees" guide.

- All unit schedulers should have access to the Canvas page, if not, please contact us.
- On the Canvas page, click on the "CourseLeaf CLSS Training and Resources" Block (middle picture), then click on the link for "CLSS How-To Guides".
- By using the verbiage in the how-to guide a fee workflow is created in CLSS.
- We do look at all comments in CLSS, but the specific workflow will ensure we are looking for the requested fee add/edit/delete.

Scheduling Help Sessions!

We offer One-on-One Scheduling Help Sessions in Teams! The link is on our Canvas page for Schedulers, and it has a form where you can let us know what you'd like to discuss, you can choose who you'd like to meet with (if you have a preference), and you can choose the day/time that works best for you!
https://canvas.oregonstate.edu/courses/1836431

25Live Event Form REMINDER

When filling out the request form in 25Live, make sure to manually edit the end time to the :20 or :50 after the hour. Your request will not be approved unless it is submitted correctly.

FYI – Satisfaction Survey

Want to give kudos, or constructive criticism, to us here in Scheduling, or any other department in the Office of the Registrar? We have a Satisfaction Survey available! Satisfaction Survey (beav.es/JeD) The link is also available in our email signature block. We're excited to hear your feedback!

Scheduling Resources

- General Scheduling information: https://registrar.oregonstate.edu/classrooms-and-scheduling
- Schedule of Classes: https://classes.oregonstate.edu/
- Canvas page for Schedulers: https://canvas.oregonstate.edu/courses/1836431
- 25Live: https://25live.collegenet.com/pro/oregonstate#!/home/dash
- CLSS: https://nextcatalog.oregonstate.edu/wen/
- Fee Book: https://fees.oregonstate.edu/
- Common Course Numbering: https://apa.oregonstate.edu/common-course-numbering-osu
- Also find us on Microsoft Teams in the OSU Scheduling Community. If you do not have access, please contact schedule@oregonstate.edu

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