Scheduling Digest – Winter 2024

Upcoming Scheduling Deadlines

1/05/2024 Summer scheduling unit submissions due
1/08/2024 Winter classes begin
1/19/2024 Summer all scheduling units switched to Refine Mode
1/22/2024 Fall plan phase begins
1/24/2024-ish Summer term published in online Schedule of Classes
2/09/2024 Winter final exam roll
2/22/2024 Spring registration phase begins in CLSS
2/25/2024 Spring registration begins for students
For full schedule of deadlines and explanation of CLSS phases and modes please visit:
https://registrar.oregonstate.edu/scheduling-deadlines

Winter Term Building/Classroom Information

Reminder that the following buildings are offline for renovations and impact classroom availability winter term 2024:

- Cordley – East side, 2 GP classrooms, projected completion 2024
- Withycombe - 2 GP classrooms and 1 GP Computer classroom, projected completion 2024
- Gilkey - 5 GP classrooms, projected completion date TBD.
- Fairbanks – 1 GP classroom, 3rd floor renovations continue. Completion date TBD.

In addition to GP Classrooms, this impacts several department classrooms that need to be scheduled elsewhere.

Credit Guidelines

The credit guidelines have been updated as of June 2023. This includes the addition of the Recitation 1/Recitation 2 designations, and clarification on contact times.

https://apa.oregonstate.edu/credits-definition-and-guidelines

Catalog vs. Schedule of Classes

The Academic Catalog is the comprehensive list of approved courses and programs. If a course is not approved at the catalog level, we cannot create the individual section.
Think of the Catalog as the buffet, the Schedule of Classes is the plate.
For Catalog questions, please contact catalog@oregonstate.edu
Changes to a course in the catalog must go through a CIM proposal.

The [Schedule of Classes](#) (SoC) is the list of existing sections with individual CRN's. Questions regarding the SoC can be directed to schedule@oregonstate.edu

Schedule of Classes has three specific sections.

- Search, which has multiple search options. (term, subject, level, campus, material cost, schedule type, and much more)
- Search Results, lists the offered classes, and primary instructor.
- Specific section information, and a more detailed course list.

A little scheduling philosophy

- When a student registers for a course, think of it as signing a contract.
- There is an expectation from instructors that students attend and successfully participate in class.
- Likewise, there is an expectation by the student that a course meets at the day and time listed at registration.
- Our job is to ensure that students have a complete, and correct, schedule of classes.
- We rely on you, unit schedulers, to give us accurate, timely information.

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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