Scheduling Digest – Fall 2022

Upcoming Scheduling Deadlines

9/21/2022 Fall Term Classes begin
9/15/2022 Spring Plan/Proof Phase begins in CLSS
10/7/2022 Spring Scheduling Unit Submissions due in CLSS
11/10/2022 Winter Registration Phase begins in CLSS
11/13/2022 Winter Registration opens

For full schedule and explanation of CLSS phases and modes please go to:
https://registrar.oregonstate.edu/scheduling-deadlines

Fall Term Building/Classroom Information

Reminder that the following buildings will be offline for renovations and will impact classroom availability fall term 2022:

- Cordley – East side (3 GP classrooms)
- Withycombe - (2 GP classrooms and 1 GP Computer classroom)
- Gilkey - (5 GP classrooms)
- Milam – (8 GP classrooms)

MILAM AUDITORIUM IS AVAILABLE, AND THE ONLY GP ROOM IN MILAM BEING USED FALL TERM.
In addition to the GP Classrooms (1197 seats) and 1 GP computer classroom, this also impacts several department classrooms that needed to be scheduled elsewhere.

Grade Modes – Normal Grading Mode Clarification

Every term we are contacted by instructors who have discovered that their section has the wrong grade mode. Most of the time it is because a section has A-F grading (Normal), but it is supposed to be P/NP.

Part of proofing sections is to the verify the grade mode is correct. What we have learned, is that if instructors are looking at their sections in the Schedule of Classes, SOC, (https://classes.oregonstate.edu/) and see grade mode as "NORMAL GRADING MODE" they assume it is correct, because whatever grade mode they requested is normal for them.

Here's the catch. "NORMAL GRADING MODE" in the SOC is A-F grading. ALWAYS. If a section is Pass/No Pass, it will say "PASS/NO PASS GRADING MODE". ALWAYS.

If A-F grade mode is available on a course in the catalog, it will *always* the default.

Our policy is that grade mode change requests after the term begins on a section with student registration is *not* permitted. The instructor should enter the most appropriate grade for the mode they have been assigned.

Another issue we have, but not as frequently, is that an instructor contacts us that the grade mode is incorrect, but the one they want is not available on the course. This means it was approved at the catalog level to have a certain grade mode. Updating the course grade mode requires a CIM proposal and cannot be added to sections until after the proposal is approved, and never to terms in progress.

FINALS Timeline

Finals schedules, by class meeting time and group, are posted to the OtR website at least 2 weeks prior to the beginning of each term. https://registrar.oregonstate.edu/final-examination-schedule-group-exams-class-meeting-hours This provides exam day/time information for instructors so they can add the final to their syllabus before the term begins, and allows other OSU community members to see when finals will be offered.

Week 5 of each term (Fall, Winter, Spring) we 'roll' finals, which is a process that adds the final to sections. *Not all sections have added finals.* Only credit-bearing sections on Corvallis and Cascades campuses that have scheduled meeting day/time will have finals added. Once finals are added to sections, we will send an email asking you to send us messages in CLSS if sections with finals will not be holding a synchronous final, or if they need larger rooms for their scheduled final. Group finals room assignments are completed in 25Live by the Schedule Desk.

We do keep a list of courses and subject codes that never hold finals, and those courses will not have finals added during the roll process. If you have any courses you would like to add to this list, please send us an email prior to week 5 of the term, and we will add them. If you would like to see which courses in your scheduling unit are on that list, we are happy to share that with you at your request.

25Live Event Requests

While 25Live is an improvement on the old event scheduling procedure, it still relies on a human(s) to process reservations. Please keep the following in mind when submitting requests:
- Please give us at least three business days to process requests. Requests submitted for the same day that they are occurring may not be processed, and may not be approved or confirmed

- University Events *must* approve requests attended by non-OSU participants. Please allow for additional processing time
- Attendance at events by minors *requires approval* from the Office Youth Safety & Compliance. Be sure to register your program @ https://youth.oregonstate.edu/
- End times **MUST** end at 20 or 50 minutes after the hour, i.e. 1800-1850, *not* 1800-1900. This is not an option in the drop-down box. You'll need to highlight the end field and type the correct 20 or 50 minutes end time
- Event reservations scheduled during academic hours (0800-1650) are reserved on a soft-hold basis and considered confirmed only after the beginning of the third week of the term. This includes department meetings and office hours

Office Hours

The Schedule Desk has a drop-in office hour every Tuesday from 1pm-2pm via Zoom to answer any of your scheduling questions. The Zoom link is available in the Canvas page for Schedulers. https://canvas.oregonstate.edu/courses/1836431

CHECK THIS OUT!

The Canvas page for Scheduling Training and Resources has a shiny new look! Not only does it have cool pictures to click for General Scheduling, CLSS, and 25Live training and resources, but there are also quick links to our email, Teams pages, and Zoom office hours. And, if you scroll down the page, you will see your OtR Scheduling Team! https://canvas.oregonstate.edu/courses/1836431

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/
Also find us on Microsoft Teams in the OSU Scheduling Community. If you do not have access, please contact schedule@oregonstate.edu