Scheduling Digest – Spring 2022

Upcoming Scheduling Deadlines

3/28/2022 Spring Term Classes Begin
3/18/2022 Fall Scheduling Units switched to Refine Mode in CLSS
3/21/2022 Fall Term Schedule published in the online Schedule of Classes
4/9/2022 Summer Registration Phase begins in CLSS
4/11/2022 Summer Registration opens
Early-April 2022 Fall Term Room Assignment Phase Begins
Early-April 2022 Fall Term Review Phase Begins

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

Fall Term Building information

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)

In addition to the GP Classrooms (773 seats) and 1 GP computer classroom, this will also impact several department classrooms that will need to be scheduled elsewhere.

Please take this into consideration when scheduling your sections for fall.

- Out of zone sections requesting GP Classrooms will be set to GRP TBAD and may be inactivated if we cannot place in a room.
- We strongly encourage departments to match up one day per week sections so they can be offered on TR or MWF so we can better utilize classrooms.
- Adhere to the zone rules; when sections are out of zone, it makes it difficult to use classrooms efficiently.

View By:

Something cool in CLSS is the "View By" drop down button. When you are looking at your scheduling unit the default is by course, but you can also view instructors, meeting day, and assigned rooms.
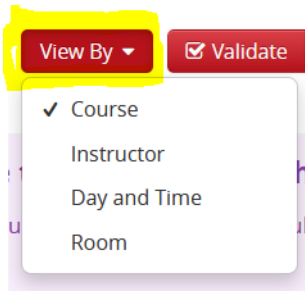
Notes to/from Schedule Desk

Please do not email us for requests for specific CRNs. Use the "Notes to/from Schedule Desk" field in CLSS when asking for anything for a specific section. It is helpful if you include your initials and date on comments. Please DO NOT remove comments in the "Notes to/from Schedule Desk" field.

Course Fees

In "Notes to Schedule desk": Use *add fee* or *remove fee* with the fee detail code, amount, and if it is a course or per credit fee.
Example: Add fee ABCD $123/course
Approved course fees are found here: https://fees.oregonstate.edu/
Fees are only added on the credit-bearing section if courses are linked.

Class Notes

There is a fairly new guide on the scheduling policies and protocols page regarding comments visible in the Schedule of Classes that should be or should not be included in the "Class Notes" field in CLSS. https://registrar.oregonstate.edu/scheduling-policies-and-protocols#Class-Notes

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.

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

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