Scheduling Digest – Winter 2022

New Year, New Format

We have determined it is time to say goodbye to the Scheduling Newsletter and replace it with a quarterly digest. This digest is designed to be a quick read, with timely topics and resources. It will be emailed and also posted on the OSU Scheduling Community Teams Announcements page. Here's to a healthy 2022!

Upcoming Scheduling Deadlines

1/3/2022 Winter Term Classes Begin
1/7/2022 Summer Scheduling Unit Submission Due in CLSS
1/21/2022 Summer Scheduling Units switched to Refine Mode in CLSS
1/21/2022 Summer Term Schedule published in the online Schedule of Classes
Mid-January 2022 Spring Term Room Assignment Phase Begins
Late January 2022 Spring Term Review Phase Begins
For full schedule please go to: https://registrar.oregonstate.edu/scheduling-deadlines

Updated Information

Please see the following links for updated information regarding waitlists, adding course fees to sections and cancelling sections.

https://registrar.oregonstate.edu/scheduling-policies-and-protocols#Waitlists
https://registrar.oregonstate.edu/scheduling-policies-and-protocols#Adding-Course-Fees-to-Sections
https://registrar.oregonstate.edu/scheduling-policies-and-protocols#Cancellation

Changing Section Max Enrollment with Waitlists

We have been noticing some incidents with waitlist notifications caused by lowering enrollment on sections with active waitlists. If you have a section with students on a waitlist and there are available seats in that section **do not lower your max enrollment**. As soon as a seat becomes available on a section with students on the waitlist, the student at the top of the waitlist will receive a notification email and have 24 hours to register. If they receive this notification, then the available seat in the section is taken away by lowering the max enrollment, the student cannot register and loses their place on the waitlist. It is very important that if a student has received a waitlist notification for a class that they are able to register for that section within the 24 hours. Please be aware of your waitlists when changing enrollment capacities, and please check for active waitlist notifications using SFIWLNT when necessary.

New Scheduling Unit Status Page in Canvas

We have started a page in Canvas for tracking scheduling unit submission and status. This is to bridge a gap where CLSS doesn't make this very easy to see for schedulers. You can see the submission date, rollback date (if any), and unit status listed for all scheduling units for summer term, as well as links to the approver pages for each unit. Please note that we update this table manually, and while we try to keep it as up-to-date as possible, it will not always be 100% accurate (you will see a "last updated" date and time at the top of the table). If this tracking process works smoothly for summer term, we will continue it for future terms until Leepfrog implements better tracking in the system.

Visit https://canvas.oregonstate.edu/courses/1836431/pages/scheduling-unit-status-summer-2022 to see the scheduling unit statuses for summer 2022. All schedulers, backups, approvers, and other CLSS users should have access to the Canvas page, but if you do not and believe you need it, please contact schedule@oregonstate.edu.

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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