![Oregon State University logo]

Scheduling Digest – Winter 2023

Upcoming Scheduling Deadlines

1/6/2023 Summer Scheduling Unit Submissions due in CLSS
1/9/2023 Winter Term Classes begin
~1/23/2023 Summer Term Schedule published in online Schedule of Classes
2/23/2023 Spring Registration Phase begins in CLSS
2/26/2023 Spring Registration opens

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 2023:

- 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.
- Milam – up to 8 GP classrooms, projected completion date TBD.
  MILAM AUDITORIUM (MLM 026) IS AVAILABLE WINTER TERM.

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

Catalog vs. Schedule of Classes

The Catalog and the Schedule of Classes are often used interchangeably but contain very different information.

CATALOG contains **courses** and **programs** as approved by Curriculum Management/Assessment and Accreditation. When we receive a question about the Catalog we look at a course, and how it's been approved. If there is a need to change a course, those changes go through CIM, and a committee approval process.
https://catalog.oregonstate.edu/

SCHEDULE OF CLASSES contains **individual sections** of courses scheduled for a particular term. Information in the Schedule of Classes comes from CLSS, as scheduled by colleges/departments/units. https://classes.oregonstate.edu/

Academic and Classroom Scheduling Website

Our website has been refined over the last several months to make it easier to find scheduling information.

The information is broken down into two main categories: Academic Scheduling, and Classroom Scheduling.

ACADEMIC SCHEDULING includes CLSS, college/department scheduling contacts, reading the schedule of classes, deadlines, policies and protocols, non-traditional course offerings, and zone requirements.

CLASSROOM SCHEDULING includes 25Live, classroom policies, scheduling classrooms for courses, and scheduling classrooms for events.

A lot of commonly asked questions can be answered by looking on our website. https://registrar.oregonstate.edu/classrooms-and-scheduling

Scheduling Policies and Protocols

One of the subtopics in the Academic and Classroom Scheduling Website that we refer to probably the most, is the Scheduling Policies and Protocols.

Many of the rules and protocols we enforce are based on policies from the Faculty Senate, the Office of Academic Programs and Assessment (APA), the Office of Budget and Resource Planning, the Office of Financial Aid, FERPA, Academic Affairs, and Academic Regulations (primarily AR16 – Finals Week).

https://registrar.oregonstate.edu/scheduling-policies-and-protocols

CLSS Updates – coming soon!

Here are a few of the updates we are anticipating for CLSS in the near future (CLSS version 3.15):

- o Previously approved non-standard meeting patterns should no longer trigger workflows
- o Crosslist actual enrollment will be visible on the edit section form, .csv export, and will have a filter field available
- o Waitlist actual enrollment will be visible on the edit section form, .csv export, and will have a filter field available

- When viewing a schedule by room or instructor, schedulers will be able to click an export icon next to the value to automatically open a filtered list of all sections scheduled in that room, or taught by that instructor.

There will be more updates in another future update to CLSS version 3.16 as well, and potentially 3.17 before the our next digest is sent. We will post notifications about those updates in the next digest and in the Teams Community.

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!

Helpful scheduling related reports

AWA (formerly Appworx)

https://is.oregonstate.edu/administrative-computing/banner-login

SFR2490 – REGISTRATION OVERRIDE REPORT

Enter term and CRN and you will receive a list of all students who have received an override for the section, and if they have registered.

SSR1230 – COURSE ENROLLMENT SUMMARY REPORT

Does not list individual students, but has total number of registered students, and includes waitlist numbers.

SSR1240 – COURSE RESTRICTION REPORT

Lists section level restrictions, **not** catalog restrictions.

CORE (information is a day behind)

BIC2911 – EMPLOYEE FERPA TRAINING BY ID

Gives Y/N information on FERPA training, does not give date when FERPA was completed.

CRS0952 – COURSE LIST BY COLLEGE SUBJECT

Includes sec./CRN/instructor(s)/meeting day/time/location

CRS0957 – COURSE FEES

List of sections with added fees

CRS1003 – SCHEDULE OF CLASSES BY SECTION NUMBER

Term schedule, also includes fee information.

CRS1004 – FINAL AND MIDTERM TIMES BY COLLEGE AND SUBJECT

Finals and GROUP Midterms. Finals are added week 5 of the term. Group Midterms are added by schedulers to affected sections *before* registration opens for a term.

CRS1202 – COURSE LIST BY COLLEGE AND INSTRUCTOR

Sections listed in alphabetical order by instructor name by term.

CRS2850 – COURSES WITHOUT AN INSTRUCTOR

Shows which sections do not have instructors.

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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