The Scheduler

OREGON STATE UNIVERSITY

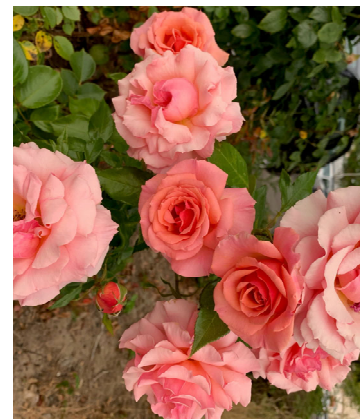**Volume 6, Issue 1** **Summer 2020**

Section number update:

The Schedule Desk and Canvas collaborated to determine a path forward for merging/combining Ecampus sections without crosslisting like courses in Banner. (i.e.: multiple sections of a course taught by the same instructor(s)).

In order to make this work with Canvas, we had to modify our section numbering protocol. We have reached out to those who were directly impacted by this change, which goes into effect Fall 2020.

If there are Ecampus sections that need to be cross listed in order to be combined in Canvas for Summer term, please send that request to Ecampus.Scheduling@oregonstate.edu.

o   001-089: Corvallis campus.
o   090-099: EOP (Education Opportunities Program) Corvallis campus.
o   100-199: Corvallis campus.
o   200-399: Not available for use.
o   400-449: Ecampus.
o   450-479: Portland/PDX Campus.
o   480-499: Ecampus Hybrid sections.
o   500-599: OSU-Cascades campus.
o   600-699: INTO OSU students.
o   700-799: EOU-La Grande campus.
o   800-899: Newport HMSC campus.
o   900-999: Study Abroad / OSU GO.

When Proofing

Many aspects of a course are difficult or impossible to change once there is enrollment in a CRN, so **pay close attention to:**

- **Meeting times/days**
- **Part of term**
- **Grade mode**
- **Cross lists**
- **Linked sections**
- **Schedule type**
- **Credits**
- **Section comments/ class notes**
- **Registration restrictions**

me: Alexa, remind me to go to the gym.

Alexa: I have added gin to your shopping list.

Guide to Proofing CRNs

When the Schedule Desk asks you to proof a CRN, we are asking that you check over the CRN to make sure we haven't made any errors while inputting the information you provided. We only need you to respond to our proofing request if there is something wrong with the CRN that needs to be fixed.

It is important to proof sections when they are initially created, after they roll (using the SSR 1000), and before registration opens for a term. It is the department scheduler's responsibility to identify and alert the Schedule Desk to errors before the course is opened for enrollment. Instructors should proof their sections whenever possible as well.

Proofing in Banner	
Banner Screen	**Used to proof...**
SAASECT	Subject, course number, section number, department approval, schedule type, grade mode, credits, links, enrollment, meeting days/times, assigned room, requested GP room attributes, and instructor
SYASECT	Subject, course number, section number, schedule type, enrollment, meeting days/times, assigned room, and instructor (max enrollment, waitlists, and instructors can be edited here)
SSATEXT	Section comments
SSARRES	Registration restrictions (field of study, class, level, college, etc.)
SSAXLST	Cross list enrollment distribution
SSAXMTI	Cross list times/rooms
SSADETL	Links/fees/attributes on courses

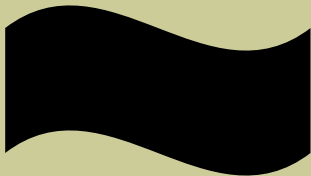| Proofing in the Schedule of Classes (classes.oregonstate.edu) |
| --- |
| When using this method, please be aware that the Schedule of Classes does not update immediately when a CRN is created or modified in Banner. Also, sometimes the update cycle will run in the middle of CRN creation, so some information might be missing that actually is present in Banner (which is a good reason to proof using both methods). You can find the date/time that the SOC was last updated at the bottom of the first information block of the details panel. |

When you're asked to...	
Add max enroll-ment in SYASECT:	Department schedulers should expect to make most edits and updates to section enrollment maxes themselves. The Schedule Desk will sometimes add max enroll-ment to a section when it is created, especially if we are scheduling it in a class-room.
	If registration has already opened for a term, we often will **not** add max enroll-ment and instead ask you to proof the section prior to adding that to the CRN yourself. This is to ensure students aren't registering for a section with an error on it; when you add the max enrollment to a CRN in these instances, you are effec-tively opening the section for enrollment.
Add instructors in SYASECT:	The Schedule Desk (and **only** the schedule desk) adds/updates instructors for 503/603 thesis sections. For all other sections, the department scheduler is ex-pected add and update their own instructors, so be sure to do so while proofing. We'll send you communications after terms start if there are sections with no instructor listed.

Bye-Bye WebViewer

WebViewer is officially going away at the end of June 2020. It turned out to be a good time to transition to this new event scheduling software since we are a bit light on events for this summer, but for any event taking place on or after June 15, 2020, you should plan to request those in 25Live instead.

Department schedulers and contacts were sent an email on June 15, 2020 which goes into a lot of detail on how the transition will happen, and what departments will need to do in order to make event requests.

More detailed instructions will be sent by the end of June, but you may explore now if you choose by visiting https://25live.collegenet.com/oregonstate

If you have any questions, we have a new email to specifically address questions regarding the transition: 25Live.help@oregonstate.edu. You can also email us at schedule@oregonstate.edu.