Scheduling 101

The Devil’s in the Details
The Cycle

- Roll term (Fall to Fall, Winter to Winter, etc.)
  - as soon as term is over
- Preliminary edits – adds / deletes
  - anywhere from 6-9 months before term starts
- Send SSR 1000 electronically
  - give dept’s 4-6 weeks to return to scheduling
- Edit all returned SSR 1000’s
  - 4-6 weeks for edits
- Check zone patterns report/negotiate moving courses into compliance
  - 2-4 weeks

Speaking of edits....
✓ Stay in zones!
  ✓ Makes it easier for students to maximize their schedule
  ✓ Utilizes classroom space effectively
✓ GP Room Requests
  ✓ ONLY UP TO 4 ATTRIBUTES, that includes the GP attribute
  ✓ Pre-assigning GP rooms – only with a darn good reason!
    ✓ ADA requirement
    ✓ Computer rooms
    ✓ Huge courses
    ✓ Huge samples

Now back to The Cycle...
The Cycle

- Lock Banner & Run room scheduler
  - 2 weeks
- More negotiation
  - 2 weeks
- Schedule of classes is updated
  - Before registration begins – varies depending on term
- Registration begins
  - Set in stone!
  - **NO CAPACITY OVERRIDES!**

And now a quick message regarding Registration...
Once registration has opened we **will not**:

- Change class day and/or time
- Change grading mode
- Add restrictions to registration
- Change credit hours
- Change course number
- Change or trade classrooms without our permission – this is a safety issue!

Now back again to The Cycle...
✓ Add staff (FERPA)
  ✓ Ongoing, but more frequently once the term gets closer, and at the beginning of the term

✓ Classes start
  ✓ Also set in stone

✓ Move classes for various reasons
  ✓ First two weeks of the term

✓ Schedule Group Mid-Terms
  ✓ Scheduled by the third week of the term
The Cycle

✓ Roll Finals
  ✓ 5th week of the term

✓ Schedule Group Finals
  ✓ Available the Friday before Dead week

✓ Oversee Finals week

✓ Repeat!

✓ Interesting Factoid: (we think so anyway)
  ✓ We schedule an AVERAGE of 8000 sections per term for Fall, Winter and Spring.
  ✓ Summer Term averages 2900 sections.
  ✓ This only includes the Corvallis Campus. Does not include other locations.
Deadlines

http://oregonstate.edu/registrar/scheduling-deadlines

It is important for you as department schedulers to meet your scheduling deadlines so we can meet ours.
This chart depicts scheduling deadlines for December 2014 – December 2015. As you see, we can be working in as many as 5 terms in one month.

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✓ Event Scheduling – ongoing
  ✓ Average of 2100 events scheduled PER TERM.
    ✓ Conferences
    ✓ Tournaments
    ✓ START!
✓ Adding and cancelling courses outside edit dates
✓ COMMENCEMENT!!
In your Folder

- Printout of the Deadlines
- Who to contact in a classroom emergency
- General Purpose Room list
  - updated for Fall 201601
- List of helpful Banner Pages
- The Birth and Death of a Course
  - Thank you Loretta Wardrip!

- ANY QUESTIONS?