

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....

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...

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 a safety issue!**

Now back again to The Cycle...

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.

Deadlines

☞ 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.

	Dec. 2014	Jan. 2015	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Roll Term	x 1601			x 1602			X 1603			X 1700			
Preliminary Edits		x 1601				x 1602			X 1603		X 1700		
Send SSR		x 1601				x 1602			X 1603			X 1700	
SSR1000 due		x 1600	x 1601				x 1602				X 1603		
edit SSR1000			x 1600	x 1601				x 1602				X 1603	
Check zone report			x 1600	x 1601				x 1602				X 1603	
Lock Banner		X 1503	x 1600	x 1601					X 1602				
Negotiation		X 1503		x 1600	x 1601					X 1602			
Update SOC		X 1503		x 1600	x 1601						X 1602		
Registration Starts			X 1503		X 1600	x 1601						X 1602	
Classes Start		X 1502			X 1503		X 1600	X 1600	X 1600		x 1601		
Move Rooms		X 1502			X 1503		X 1600	X 1600	X 1600		x 1601		
Schedule Group Midterms		X 1502			X 1503						x 1601		
Roll Finals			X 1502			X 1503						x 1601	
Schedule Group Finals				X 1502			X 1503						x 1601
Oversee Finals Week				X 1502			X 1503						x 1601
COMMENCEMENT							X 1503						

Other Stuff...

- ✓ 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?