



## Scheduling Digest – Spring 2024

### Upcoming Scheduling Deadlines

4/01/2024 **Spring** term begins

4/03/2024+ **Fall** term closed in CLSS for room assignment phase

4/15/2024 **Summer** registration begins for students

4/29/2024+ **Spring** term finals roll process begins

5/16/2024 **Fall** registration begins for students

**6/15/2024 COMMENCEMENT**

For full schedule of deadlines and explanation of CLSS phases and modes please visit:

<https://registrar.oregonstate.edu/scheduling-deadlines>

### Spring Term Building/Classroom Information

Reminder that the following buildings are offline for renovations and impact classroom availability spring term 2024:

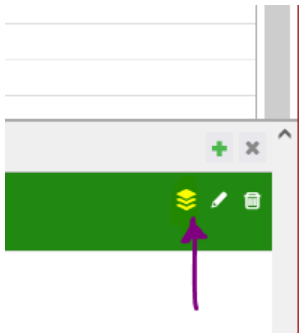
- [Cordley](#) – East side, 2 GP classrooms, projected completion 2024
- [Withycombe](#) - 2 GP classrooms and 1 GP Computer classroom, projected completion 2024
- [Gilkey](#) - 5 GP classrooms, projected completion date 2025.
- Fairbanks – 1 GP classroom, 3<sup>rd</sup> floor renovations continue. Completion date TBD.

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

### New Feature in CLSS

👍 The CourseLeaf snapper, or meeting pattern interface, now has a copy button when adding additional “meetings.” When you click the Meetings sliding pane interface, a ‘pages’ icon appears to the left of the pencil (edit) icon, which will copy all of the data of the meeting you select, except the room assignment, which defaults to the standard room default.

What this means is that you can make copies of meeting lines by clicking on the ‘pages’ icon, already nicknamed the ‘sandwich’ and ‘pancake’ icon. This will be really helpful for folks who have sections with multiple meeting lines. It’ll streamline the process of adding new lines.



## New Feature in the Schedule of Classes

We've updated the keyword search results in the Schedule of Classes. When you search for COMM 218Z or COMM 218HZ, *for example*, you can put in COMM 218 and it will show all COMM 218Z and COMM 218HZ sections. It no longer requires a wildcard\* for basic course search, and will return results for 'H', 'Z', and 'HZ' courses. Partial matches are now included and will improve the user experience and functionality for students.

The screenshot displays the 'CLASS SEARCH' interface. On the left, under 'Search Classes', there are several filters: 'Days are abbreviated in MTWRFSSU format', 'Use \* as a wildcard (e.g., biology\*)', a search box containing 'comm 218', and dropdown menus for 'Spring 2024', 'Any Subject', 'Any Level', 'Any Campus', and 'Any Course Materials Cost'. On the right, under 'Search Results', it shows 'Found 2 courses' and a 'Reset Search' button. The results list two courses: 'COMM 218HZ \*INTERPERSONAL COMMUNICATION' with section '001' (MWF 9-9:50a, E. Cook) and 'COMM 218Z \*INTERPERSONAL COMMUNICATION' (3 hybrid, 10 lecture, 7 online). A 'Search Criteria' section at the bottom indicates the search was for 'Title, Subject, Instructor or Keyword: comm 218' in 'Term: Spring 2024'.

If you want to look for a specific course, like COMM 218Z, and not see COMM 218HZ, *for example*, you can select COMM in the “Any Subject” drop down, and enter 218Z in the keyword search.

Search Classes
Search Results

Days are abbreviated in MTWRFUSU format

Use \* as a wildcard (e.g., biology\*)

Found 1 course [Reset Search](#)

**COMM 218Z \*INTERPERSONAL COMMUNICATION**

▲ 021	MWF 9-9:50a	A. Cordova
▲ 046	MWF 11-11:50a	A. Cordova
047	T 4-7:50p	J. Drischell
▲ 056	TR 10-11:50a	S. Merge
▲ 057	MWF 10-10:50a	E. Cook
▲ 059	MW 12-1:50p	M. Huillet
▲ 061	TR 8-9:50a	S. Merge
▲ 062	TR 12-1:50p	S. Merge

## Hybrid Schedule Type vs. Mixed Modality

Hybrid schedule type and Mixed Modality are two different ways to offer meetings for sections. Hybrid sections are not Mixed Modality.

Hybrid Schedule Type – Is a blend of synchronous classroom meetings and asynchronous online coursework. The face-to-face meeting time is 30-70% of the required contact hours, made up in the online coursework.

Mixed Modality – Is a blend of synchronous in person classroom meetings and synchronous remote meetings.

## Scheduling Help Sessions!

We offer One-on-One Scheduling Help Sessions in Teams! The link is on our Canvas page for Schedulers, and it has a form where you can let us know what you'd like to discuss, you can choose who you'd like to meet with (if you have a preference), and you can choose the day/time that works best for you!

<https://canvas.oregonstate.edu/courses/1836431>

## 25Live Event Form REMINDER

When filling out the request form in 25Live, make sure to manually edit the end time to the :20 or :50 after the hour. Your request will not be approved unless it is submitted correctly.

## FYI – Satisfaction Survey

Want to give kudos, or constructive criticism, to us here in Scheduling, or any other department in the Office of the Registrar? We have a Satisfaction Survey available! [Satisfaction Survey \(beav.es/JeD\)](https://beav.es/JeD) The link is also available in our email signature block. We're excited to hear your feedback!

## 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/>

Common Course Numbering: <https://apa.oregonstate.edu/common-course-numbering-osu>

Also find us on Microsoft Teams in the OSU Scheduling Community. If you do not have access, please contact [schedule@oregonstate.edu](mailto:schedule@oregonstate.edu)



**Oregon State University**  
**Office of the Registrar**

Schedule Desk, Office of the Registrar  
Oregon State University

102 Kerr Administration Building  
Corvallis, OR 97331

[schedule@oregonstate.edu](mailto:schedule@oregonstate.edu)

