



Scheduling Digest – Summer 2024

Upcoming Scheduling Deadlines

- 6/17/2024 Summer term, session 0 begins
- 6/19/2024 Juneteenth Observed – University is Closed
- 6/21/2024 Winter term units all moved to Refine mode
- 6/24/2024 Summer term, sessions 1, 2 & 3 begin
- 6/25/2024 Winter term published in online Schedule of Classes
- 7/04/2024 Independence Day – University is Closed
- 7/22/2024 Summer term, session 4 begins
- 8/19/2024 Summer term, session 5 begins

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

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

Summer Term Building/Classroom Information

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

- [Cordley](#) – East side, 2 GP classrooms, projected will be completed Fall 2024
- [Withycombe](#) - 2 GP classrooms and 1 GP Computer classroom, projected completion Spring 2025.
- [Gilkey](#) - 5 GP classrooms, projected completion date Fall 2025.
- Fairbanks – 1 GP classroom, 3rd/4th floor renovations continue. Completion date TBD.

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

Define Mode vs. Refine Mode in CLSS

Define Mode –

- Unit scheduler can edit a whole term at once, and submit when done
- If a section is greyed out, it cannot be fixed until it is in Refine Mode
- Does not talk to Banner, and Banner does not talk to CLSS.

Refine Mode –

- Unit schedulers edit/add sections one at a time.
- If a section is greyed out, email schedule@oregonstate.edu to see if we can troubleshoot and hopefully fix it.
- Talks to Banner when approved.

Meet the Team!

This year the Scheduling team has been through some pretty big ch-ch-ch-changes! Cindy retired after more than 20 years, leaving behind a remarkable legacy of campus connections. Meanwhile, Konnie, who was the first Cascades campus academic and events scheduler, accepted a position with the Division of Research and Innovation. Additionally, Becca transitioned to a new role within the Office of the Registrar.

Here is the current team:

Mike Jefferis – Associate Registrar of Catalog, Curriculum and Scheduling

Sarah Moreno – Assistant Registrar of Athletic Compliance and Scheduling

Kris Lacivita - Cascades Program Representative 1

Tom Fehrenbacher – Corvallis Program Representative 1

Sara Hoyt – Program Technician 1

I sent a little ‘getting to know you’ questionnaire out to our team, and here are our responses:

How long have you been scheduling at the OtR?

Mike - It will be 6 years at OSU this July; prior to my move to OSU I worked in the UO Registrar's office for 17 years.

Sarah - I have been with the OtR for three years and joined the Scheduling Team part-time in the summer of 2023. I currently cover both NCAA Athletic Compliance and Scheduling but am hiring an Athletics Coordinator so that I can transition largely to Scheduling!

Kris - I started with the Office of the Registrar in mid-January after a long career as an elementary school teacher. It has been an exciting change!

Tom - Started in Scheduling April '24, previously in Records in the OtR for 5 months, I have been at OSU for 1.5 years.

Sara – A little over 10 years with the OtR – Most of that has been scheduling. Prior to OSU, one of the many hats I've worn was scheduling manufacturing processes from receiving raw materials to shipping the finished products.

What is your favorite hobby outside of work?

Mike - I have a few. I enjoy baseball, hiking, camping, and cooking.

Sarah - I am an avid runner. Outside of work you can probably find me running or some engaging in some other type of exercise.

Kris – I love to travel. Planning the details of the trip (and dare I say scheduling) is half the fun. I love seeing new places, meeting strangers who quickly become friends, and getting to know the local culture.

Tom - Anything outdoors

Sara – felting, nature photography, road trips, concerts – I love music, especially live music.

Where is the most interesting place you've ever visited?

Mike - Baguio City (City of Pines), Philippines. It has an elevation of 4,757'.

Sarah - Not sure it's interesting, but the Bahamas is one of my favorite vacation destinations!

Kris - I have been fortunate to visit Brandbu, Norway, just north of Oslo, where my mom's parents grew up. I have also been to Agnone, Italy, a small mountain village in the Isernia province. This is where my dad's parents lived. When my family and I first visited, we were stopped on the narrow cobblestone street by a woman saying, "Americans!" and holding a picture of us. They had been expecting us.

Tom - Rome, Italy visiting all the ancient ruins

Sara – I find the geology of Eastern Oregon fascinating, and the Painted Hills Unit in John Day Fossil Beds literally brought tears to my eyes. I'm eager to return.

What is your go-to comfort food?

Mike - Chicken adobo or chicken katsu.

Sarah - Does soup count (probably not)?

Kris - Coffee chip ice cream or freshly baked bread dipped in olive oil

Tom - Pasta

Sara – Joan Porters casserole – this is a chicken and rice casserole, but the recipe was passed to my mom from her dear friend Joan many decades ago, so it’s always been referred to as Joan Porters.

What is the most memorable concert or live performance you’ve attended?

Mike - Soundgarden at the Salem Armory in 1996.

Sarah - Dan and Shay, before they were ‘big’. When I was younger, I spent summers training in Texas. My host family was friends with the Mooney’s, so we watched Dan and Shay perform then spent the afternoon hanging out.

Kris – My first concert at Red Rocks Amphitheatre in Colorado. I saw The Avett Brothers. It's a venue like no other.

Tom - Lollapalooza Chicago w/ my 8 and 6 year old kids. "Lots of drunk people here dad"

Sara – Festival Supreme 2013 on the Santa Monica Pier with my sister.

What is the most adventurous thing you’ve ever done?

Mike - I spent three nights in a remote section of the Willamette National Forest working on a lightning strike quick response team. Our responsibility was to spot and respond to fires caused by lightning activity in the area and move with the bad weather patterns.

Sarah - I was a DI college athlete and a gymnast since the age of three. I spent most of my life flipping, twisting, and now I realize, risking my life. At the time it didn’t faze me - I never knew anything different!

Kris - Until a few years ago, I had lived and worked in the Chicago area my whole life. Moving west to Denver in 2019 and to Bend in 2023 has been quite the adventure.

Tom - Scuba diving in Mexico and scootering through Rome w family (insane drivers).

Sara – In a couple of weeks I’ll be driving across the US with some friends I’ve known since 6th grade.

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



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