



## Scheduling Digest – Spring 2023

### Upcoming Scheduling Deadlines

4/3/2023 **Spring** term starts

4/14/2023 **Summer** registration phase begins in CLSS

4/16/2023 **Summer** registration opens

5/18/2023 **Fall** registration phase begins in CLSS

5/18/2023 **Fall** registration opens

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 2023:

- [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 TBD.
- Milam –GP classroom MLM 318, all other GP rooms available, projected completion date TBD.

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

### CCN – Common Course Numbering

Starting Summer 2023, you will see some changes in course numbers to comply with the new CCN compliance for creating a common course numbering system between Oregon’s public community colleges and universities. The new course numbers will all end with a Z, for example – MTH 111 will be MTH 111Z. Some courses will also be going from 3 to 4 credits.

If you have courses in your unit affected by CCN changes, the schedule desk will be making the required updates on your behalf.

See the link for the list of courses that will be affected.

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

## **NEW!!! Scheduling Help Sessions!**

We no longer offer Zoom drop-in weekly office hours. BUT, now we have 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>

## **CLSS Updates**

*Recent CLSS Updates, versions 3.15, 3.16, 3.17:*

- Crosslist and waitlist actual enrollments are now visible on section edit form.
- Schedulers can now export a schedule view listed by room or instructor.
- New Course filter field for "Repeat Status" to allow for filters to be driven by catalog repeatability.
- Schedulers can now delete sections from a filtered list of sections.
- Schedulers/administrators can now filter for unsupported sections in CLSS by using the "Is Supported" filter field under the Section filter group. Use 0 for unsupported, 1 for supported.
- Crosslist max when setting up a new crosslist will no longer sum the total of the crosslisted sections, but will default to the parent section max or the larger of the two section max enrollments. Adding additional sections to the crosslist after initial creation will not affect this field.
- Filter fields now exist for credit hour units/values from catalog data, both max and min.
- The Framer tool can now be used for editing sections.
- Section Restrictions are now available in CLSS .csv exports.
- The Codes tab when using the filter function will now only show active codes and will have expandable codes categories.

## **25Live Updates**

*25Live updates since 1/4/23:*

- Reports:
  - The **Location Utilization – Excel** report now includes details on how results are calculated in the report output.
  - Corrected issue where the **Location Monthly Calendar** report was omitting all event details except for location names on every occurrence of a multi-occurrence event aside from the initial occurrence.
  - Adjusted the Format Option and Delivery Option parameter dropdowns from grey to white for Firefox users, to improve visibility against the grey background
  - Corrected issue where multiple comma and semi-colon separated email addresses would display as one combined email address
- 25Live:
  - Clarified language on button in the Event Form, now labeled as "Search Filters" instead of "More Options"

- Re-labeled name of location if group security is set to "Not Visible" to show as "(Private)"
- When viewing an appropriate location availability grid, if an event occurrence would fall within an assignment window or exception, users with "Assign" permission can now open the Express Scheduling form for faster scheduling
- Fixed issue with resizing or dragging-and-dropping events on grids if the event doesn't have any reserved locations
- Fixed issue with editing segments from the Schedule view in Event Details to be sure segments are movable on the grid
- Restored view of weekly Availability grid for all locations for all security groups
- Resolved missing location availability view for specific security groups
- Updating the preferred timezone visual line in grids more frequently upon load
- Improved spacing and styles in the Event Form and search views
- Keyboard navigation restored for event form dropdown menus
- The 24-hour default time preference is no longer ignored in favor of the 12-hour display in the Availability Weekly Grid
- Midnight no longer displays as "0:00" in the Availability Weekly Grid
- Text color on the utilization bars in availability views now switches from black to white based on the background color
- Related Locations checkboxes on calendars have improved styling indicators when they are disabled
- Double-clicking a cell on an Availability Grid or Calendar no longer opens multiple event forms
- Accessibility: Color contrast improvements made to Delete/Remove buttons when Dark Mode is enabled
- Corrected issue where the Availability Grid could send for event search data instead of location search data, resulting in incorrect grid results
- Restored ability for users to cancel tasks that they created

## **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/>

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)