



Scheduling Digest – Summer 2022

Upcoming scheduling deadlines

6/17/2022 **Winter** Scheduling Units switched to Refine Mode in CLSS

6/20/2022 **Winter** Term Schedule published in the online Schedule of Classes

Summer Term Sessions Begin <https://registrar.oregonstate.edu/osu-academic-calendar>

6/13-6/16	Session 6	1 week
6/20-9/2	Session 1	11 weeks
6/20-7/15	Session 2	1 st 4 weeks
6/20-8/12	Session 3	8 weeks
7/18-/12	Session 4	2 nd 4 weeks
8/15-9/2	Session 5	3 weeks

Mid-August 2022 **Winter** Term Room Assignment Phase Begins

Late-August 2022 **Winter** Term Review Phase Begins

9/21/2022 **Fall** Term Classes Begin

For full schedule and explanation of CLSS phases and modes please go to:

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

Workflow status in CLSS


For section changes/updates in Refine Mode:

Once you have successfully submitted an add or change in Refine Mode, you'll see a banner across the top of the section edit window that says *"This Section and/or Linked/Cross-Listed Sections are now in Workflow. Changes are Not Allowed at this Time."* There will also be a red **"Workflow Status"** button at the bottom of the window that you can click to see what step of workflow your section change is in.

For scheduling unit submissions in Design Mode:

Once you have successfully submitted your unit for a term, you'll see a banner across the top of the unit that says *"This Scheduling Unit is now in Workflow. Changes are Note Allowed at this Time."* There will also be a red **"Workflow Status"** button near the top that you can click to see what step of workflow your unit is in.

Error messages in CLSS

Red icon errors  will prevent submission of a workflow to CLSS. When you receive one (or more) of these errors, please read the information provided in the message. The message should explain what you need to do in order to submit the workflow.

If you are still not sure what to do, **send a screenshot of the error**, and a brief explanation of what you are trying to do in an email to schedule@oregonstate.edu.

Why is my new section set to 0 enrollment?

When a new section is submitted for a term that is open to enrollment, we set the section to 0 enrollment. This is to give you, department schedulers, a chance to ensure the section is proofed before opening to registration.

If a new section will be the first in a group of crosslisted sections, please note the max crosslist enrollment so we can ensure an appropriately sized room is assigned.

You should receive an email from the Schedule Desk along with your approval email from CLSS for new sections – this email instructs you to proof your section and set enrollment back up if necessary. Please avoid submitting new section adds with the enrollment set to 0; we want to know your anticipated enrollment for new sections when you submit it, especially if it needs a classroom assigned.

Instructors on sections

Effective Winter 2023, we are no longer rolling instructors when we roll a term; please note the process moving forward will require the department scheduler, or an approved designee, to assign instructors of record for each course section for winter term and onward.

While the new process will require more administrative work, **it is imperative to affirmatively assign the instructors intended to teach each course for full transparency for both the students making their course selection, as well as to align instructor expectations with teaching assignments as provided for in employment offers.**

Questions about this new process can be directed to:

Assistant Registrar - Scheduling in the Office of the Registrar, Becca Wagner, at rebecca.wagner@oregonstate.edu, and/or

Associate Vice Provost Faculty Affairs & Assistant Vice President Human Resources, Heather Horn, at heather.horn@oregonstate.edu.

Thesis defense requests

This spring, we had quite a few questions from students about scheduling rooms for their thesis defense, and those students are indicating they were instructed to contact us directly. Please note that department schedulers should be submitting these requests on behalf of students in 25Live - we do not allow students to make requests for GP classrooms directly unless the event is for an approved student organization.

House Bill 2919

OSU and all other public colleges and universities are required to display a complete listing of required course materials and supplies and their associated costs on a campus bookstore's website at the time of student registration.

While the intent of this bill is largely to ensure that required materials are posted prior to registration opening, it is also important to have this information in a centralized location. OSU has designated the OSU Beaver Store as the official repository of this information.

In the past, we have allowed some additional materials to be listed in the Class Notes section of the Schedule of Classes. To ensure compliance with the new requirements, we will be transitioning away from having those materials listed in this space so that instructors will not overlook the requirement to list them with the Beaver Store.

Please take some time to look at the Class Notes (for students) your sections for **Winter 2023** and work with your instructors to ensure that those materials are listed with the Beaver Store, and remove those notes once they are listed. This includes textbooks, software, and other required materials that might incur extra costs for students.

For more information: <https://academicaffairs.oregonstate.edu/faculty-resources>

Winter term building information

The following buildings will be offline for renovations and could impact classroom availability winter term 2023.

- [Cordley](#) – East side (3 GP classrooms)
- [Withycombe](#) - (2 GP classrooms and 1 GP Computer classroom)
- [Gilkey](#) - (5 GP classrooms)

In addition to the GP Classrooms (773 seats) and 1 GP computer classroom, this will also impact several department classrooms that will need to be scheduled elsewhere.

Please take this into consideration when scheduling your sections for winter.

- Out of zone sections requesting GP Classrooms will be set to GRP TBAD and may be inactivated if we cannot place in a room.
- We strongly encourage departments to match up one day per week sections so they can be offered on TR or MWF so we can better utilize classrooms.
- Adhere to the zone rules; when sections are out of zone, it makes it difficult to use classrooms efficiently.

Course fees

In "Notes to Schedule desk": Use **add fee** or **remove fee** with the fee detail code, amount, and if it is a course or per credit fee. By using the specific wording, it triggers a workflow, which helps us to ensure that the comment is seen and action is taken.

Example: Add fee ABCD \$123/course

Approved course fees are found here: <https://fees.oregonstate.edu/>

Fees are only added on the credit-bearing section if courses are linked.

Did you know?

Corvallis College (which would later become OSU) was founded in 1858, a year before Oregon became a state. <https://library.oregonstate.edu/history-osu-libraries-and-press>

Office hours

The Schedule Desk has a drop-in office hour most Tuesdays from 1pm-2pm via Zoom to answer any of your scheduling questions. Days and times are always published on the Canvas site. The Zoom link is available in the Canvas page for Schedulers.

Scheduling resources

General Scheduling information: <https://registrar.oregonstate.edu/classrooms-and-scheduling>

Scheduling Policies and Protocols: <https://registrar.oregonstate.edu/scheduling-policies-and-protocols>

Schedule of Classes: <https://classes.oregonstate.edu>

Canvas page for Schedulers: <https://canvas.oregonstate.edu/courses/1836431>

25Live: <https://25live.collegenet.com/pro/oregonstate> or beav.es/25Live

CLSS: <https://nextcatalog.oregonstate.edu/wen> or beav.es/CLSS

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



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