



## Scheduling Digest – Summer 2023

### Upcoming Scheduling Deadlines

- 6/20/2023 Summer 1 week, session 6 begins
- 6/26/2023 Summer 11 week, session 1 begins
- 6/26/2023 Summer 1<sup>st</sup> 4 week, session 2 begins
- 6/26/2023 Summer 8 week, session 3 begins
- 7/24/2023 Summer 2<sup>nd</sup> 4 week, session 4 begins
- 8/21/2023 Summer 3 week, session 5 begins
- 6/20/2023 Winter term published in online Schedule of Classes
- Mid-August Winter room assignment phase begins
- 9/27/2023 Fall classes begin
- 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>

### Summer Term Building/Classroom Information

Reminder that the following buildings are offline for renovations and impact classroom availability summer 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.

### Summer Scheduling Soiree

Take the survey, let us know if you're interested! <https://forms.office.com/r/uzLjK7bF2A>

### 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.

## Exam field in CLSS - Finals

Starting Fall 2023 we are requiring you to choose an answer in the "Exams" field on sections in CLSS. If you are not sure which response to use, please ask us.

Ecampus: Proctored Exams – *Ecampus only*

Ecampus: No Proctored Exams – *Ecampus only*

Scheduled Final Exam - *yes, holding a synchronous final exam*

No Scheduled Final Exam – *not holding a synchronous final exam (take home exam, etc)*

Group Final Exam – *if approved for group final, choose this field*

Not Eligible/Non-Credit – *see below\**

Remote Final Exam (*scheduled, no room required*) – *synchronous final exam, remote location*

Manually Scheduled (PDX/HMSC/EOU only) – *finals are not rolled for these locations, if a final needs to be added, choose this response*

### *\*Not Eligible/Non-Credit*

*all Corvallis campus sections without meeting patterns (blanket sections, etc);*

*all linked zero credit sections (labs, recitations, etc.);*

*all sections on Portland, Newport, and La Grande Campuses, unless Manually Scheduled (PDX/HMSC/EOU only) is chosen;*

*all OSU GO sections;*

*and ALL sections in Summer term.*

You are able to add finals responses right away in Design Mode/Plan Phase when you initially begin to edit a term, and can update responses through Friday of week 4 of any given term starting with Fall 2023. You will get at least two reminders prior to the deadlines (~1 month, ~1 week).

Sections without responses by the deadline will be assumed to be YES responses.

You will still be able to use this field for changes after we roll finals in week 5 – e.g. if you initially thought there was a final, but learn in week 7 that there is no final, you can change the response and submit it to workflow so we can update the section.

Once we have a full year worth of terms using this process, we will begin to "roll forward" all responses in this field before you begin editing a term. From that point forward, you will only need to make updates to this field when there are changes to finals for existing

sections or when creating new sections. This roll forward will also apply to Ecampus proctored exam responses.

Responses will not be required on sections in CLSS until the term phases begin in CLSS (1-2 weeks before full term begins).

## **Finals – Academic Regulation #16**

Academic Regulations are published to assist students by providing information that is essential for planning and pursuing their academic programs. Continuing efforts are made each year by the students, faculty, and administration to revise and improve these regulations in order to enhance the quality of the university's programs and the achievement of educational goals.

### **AR 16. Finals Week**

1. No final, midterm, or comprehensive examinations shall be given during the week preceding final examination week. (Examinations on laboratory work, course material covered by "weekly" or "section" quizzes, television courses, ROTC activities, and physical education activities are allowed.)
2. Course work shall continue up to final week. Final examinations shall be given during finals week in accordance with the finals week schedule. If a final examination is not to be given in a course, this action must be approved by the department with notification to the Registrar's Office. Requests for changes in the time of final examinations will be submitted to the Registrar's Office.
3. All student petitions for changes in the time of final examinations must be made using forms available from the Registrar's Office. (A summary of university final examination policy is printed on the form.) Petitions for changing final examinations are submitted directly to the instructor. Students may forward disapproved petitions through the dean of the college to the Registrar's Office. Requests to change the assigned final examination time for an entire class must be approved by the Registrar's Office. Final examinations may not be changed to the week preceding final week without approval of the Academic Requirements Committee.
4. No extracurricular activities or curricular activities other than examinations and final class meetings shall be scheduled during final week.

## **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)



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