

The Scheduler



Deadlines:

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

Spring term 201703:

Banner Locked: Mid- January

Registration Begins: February 24, 2017

Classes Begin: April 3, 2017

Summer term 201800:

Adds/Deletes Due: December 12, 2016

SSR1000 to depts: December 19, 2016

SSR1000 due: January 27, 2017

Registration Begins: April 16, 2017

Classes Begin:

See [Summer Session Schedule](#)

Final Exam Form

All departments must submit a final exam request form to our office even if there are no changes.

If you have no changes, simply write “**no changes**” on the form and send it back to us.

This will help us keep track of which departments have responded, and which departments we are waiting to hear back from.

Event Requests

As department schedulers you are our point of contact for your department.

We prefer that all event requests for your department come through you, and/or one other person who you have identified as a back-up.

We frequently receive requests for study sessions, or meetings from faculty and staff, with incorrect information.

This will ensure we have all the information necessary to process event requests efficiently as possible.



Cancelling Courses

Before Registration: If Registration has not opened, we will delete a course, rather than cancel.

After Registration:

You need to lower enrollment max **AND** waitlist max to zero. Students can still get on the waitlist, even if the enrollment is set at zero.

Email schedule@oregonstate.edu with:

- Course number and CRN
- Why are you cancelling the course?

Your department will need to contact students to drop the course.

We run a cancellation program weekly prior to the beginning of the term, those students who have not dropped will be dropped and notified.

Once the term begins, the cancellation program is run on Wednesdays and Fridays for the first two weeks.

It is really important to inform us of any course that is to be cancelled. Every term we have courses that have not gone through the official cancellation process. And there is often a student, or more, who did not understand they had to take action to drop the course. This creates unnecessary work for the student, because now they have to go through the Petition process to drop the course, which requires acquiring signatures, and paying a fee and submitting it to the Office of the Registrar for approval.

Schedule Types

The definition of schedule type Y was updated from “WWW” to “Online” and schedule type K “Streaming Media” was removed.

You will notice this change in the Schedule Type field of the Add Course Section form.

Starting with Winter 2017 we began converting Ecampus schedule types to either Y or HYB. This change is serving a dual purpose, first to be able to more easily identify

Ecampus courses by schedule type, and second for students to view/select Ecampus courses in the online Scheduler tool.

The process to update the schedule types to Y or HYB only will be a yearlong process and require us to remove the instructor and meeting time information. We need your help! Please take a look at your Ecampus courses to make sure that all instructors are correctly listed.

Adding new/returning Instructors to Banner

When new or returning instructors need to be added to Banner, FERPA training needs to be taken and entered into our system as completed.

If an instructor is returning, there is a possibility they need to take FERPA, even if they have in the past. Besides, it’s never a bad idea to go over the info, it’s important, and it’s good to be reminded how necessary it is to be vigilant about protecting our students.

Then, and this is super necessary, we (Schedule@oregonstate.edu) need to be notified by the department (not the instructor) that the instructor needs to be added to Banner. Please include: Name, ID, Department, starting term.

Bexell Hall

All Bexell Hall rooms will be ready starting Winter term.

There are 12 General Purpose classrooms, and 1 General Purpose computer classroom with a capacity of 48, making it the largest GP computer classroom in our inventory.

There are still only 4 GP computer classrooms, we had to give up MCC 201 at the beginning of Fall term.

Contact us:

Schedule@oregonstate.edu

Photos by Sara Hoyt