

# The Scheduler



## Deadlines:

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

### 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](#)

### Fall term 201801

**Adds/Deletes Due:** January 20, 2017

**SSR1000 to depts:** January 27, 2017

**SSR1000 due:** February 24, 2017

**Registration Begins:** May 14, 2017

**Classes Begin:** September 20, 2017

## Classroom Updates

Starting spring term, the following rooms have been added to the General Purpose Classroom inventory.

KEAR 124 – capacity 34

CASC 120 – capacity 29

BAT 144 – capacity 36

# Scheduling 102

New and updated for 2017, we will be offering scheduler training sessions this summer.

More information coming soon!!

## Event Request Q&A

*Why do event requests go into the queue?*

Courses always take priority over events in general purpose classrooms. Always. We do not begin scheduling events for future terms until about a month before the term begins. The exception is summer.

*Why does my department room request go into the queue?*

There are two schedulers for OSU, and depending on our priorities, we put department room requests into the queue for processing at a later date.

*Is there an order on how you fill requests?*

Weekend event requests will be scheduled before requests that take place during the weekday.

When we do make reservations in GP classrooms, you will receive a soft-hold on any request no matter the date during the term, until the end of week two.

*What does soft-hold mean?*

What this means is that we schedule your request, **but** in the event we need the room for a course, we will notify you that the room is not available. If there are other rooms available, we will let you know what those options are at that time.

If you do not hear from us by the end of the week two of the term, you can consider your reservation confirmed.

*Why are evening requests booked in intervals?*

Requests that fall in the first two weeks of the term will be scheduled first. Requests during the rest of the term will not be scheduled until after the group evening midterms are placed, which occurs by the end of the second week of the term.

*Why can't you schedule events during finals week until almost the end of the term?*

We realize there are many events during finals week, especially during spring term, but our process does not work if there is anything scheduled in the system during finals week, and that process is not completed until week 8 of the term.

Event requests that are placed in our queue are processed on a first come-first served basis.



## Curriculum Changes:

<http://oregonstate.edu/registrar/curriculum>

### Course Changes:

Changes to existing course data will not be made once registration has begun. However, new schedule types may be added.

New courses approved by Academic Programs after registration has begun will not be offered until the next term.

### Academic Program Changes:

Renamed programs will be added to the Banner curriculum tables, catalog, and MyDegrees in the proposer's requested term unless that term has already passed before curriculum council approval.

### Changes in Classroom Assignments

<http://oregonstate.edu/registrar/classroom-policies>

Any requests to change a classroom assignment must be made through the department's scheduling coordinator. The coordinator will submit the request to Scheduling via the [web form](#) or [email](#).

Instructors may not move their class from an assigned room without prior approval from Scheduling.

In case of an emergency evacuation of a classroom or building, the department should ask Scheduling to relocate classes.

## Schedule Of Classes – It's a contract

When a student registers for a class, this is a contract.

There is an expectation from instructors that the student attend and successfully pass the class.

There is also an expectation by the student that a course is at the day/time, credits, and grading mode listed when they register for a course.

We rely on departments to give us accurate, timely information, so we can provide a complete and accurate schedule of classes.

Photos by:  
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