

The Scheduler



Deadlines:

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

Spring term 201803

Classes Begin: April 2, 2018

Summer term 201900

Registration Begins: April 15, 2018

Classes Begin: See Summer Schedule

Fall Term 201901

Banner Locked: Mid-March

Registration Begins: May 20, 2018

Classes Begin: Sept. 20, 2018

Classroom Updates

Gilbert Hall auditoriums 124 and 224 are scheduled for renovation this summer and fall, a temporary loss of 489 seats. Fall term will be especially challenging without those two spaces and we may be asking departments to schedule large lectures at times that are less than ideal. Your understanding and cooperation will be greatly appreciated.



ATTRIBUTES

Valid General Purpose Room
Attributes Information Page:

<http://registrar.oregonstate.edu/valid-classroom-attribute-codes>

Starting Fall Term, changes have been made to the room attributes, and attribute definitions. Please go to the link above to see what is new and exciting!

The following attributes have been inactivated: E113: Enhanced Classroom (all), V14: Document Camera, VARS: Audio Response System, and S9: Spaced Seating.

At this time the rooms that currently have monitor carts are scheduled to be updated before Fall term to have the ceiling projector and technology (E111) updates installed.

The two smallest GP classrooms – BEXL 322 (cap. 15) and KIDD 356 (cap. 16) will not be updated.

Adding instructors and FERPA

When a new instructor or GTA is hired, they need to take the FERPA training module in order to be added to Banner as an instructor or GTA.

Once they have completed the FERPA training, an automatic email is sent to the Office of the Registrar where it is MANUALLY entered into Banner, which then feeds the information overnight into CORE.

You need to let us know to add the new person to BANNER. This request must come from the department, not the new hire.



Photos:
Sara Hoyt

FAQ - Zones

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

<http://registrar.oregonstate.edu/zone-requirements>

Why are zones necessary?

Zones reduce scheduling conflicts, which helps students get the courses they need to graduate in a timely manner. This also is the best way to utilize classroom space.

What if we schedule a class in a department room?

Undergraduate class meeting times must meet zone rules in any room.

Why can't I have a class meet (for example) MW 1200-1320?

It is not an efficient use of students' time, or classroom space. Scheduling a course in this manner effectively blocks students from taking a class, or the ability to schedule a room on MWF 1300-1350.

But it is ok to meet TR 1200-1320?

Yes, TR courses are primarily scheduled in two hour blocks on even hours (0800, 1000, 1200, 1400, 1600)

We have a seminar that needs seating for 50 because a lot of non-students attend, why can't I have a bigger room?

Classrooms are assigned based on class size and enrollment. Enrollment refers to paying students. Seminars and colloquiums with a history of zero or low enrollment can request a larger room during week 2 of the term. That way we ensure that all courses that need seats for paying students have them.

I have a class that meets one day per week, when can it be offered?

Classes that meet one day per week, or meet for longer than 2 hours, must be scheduled in zone 5 (1600+) or on Friday.

The faculty in my department do not like to start classes before 10am, how does that effect our ability to get rooms during the scheduling process?

We require all departments to follow the 20% rule across days and times as a courtesy to students.

When we start the room scheduling process, we will block classes from getting rooms on the first run if they are out of zone. For example, if a department is at 30% in Zone 2, we will block out 10% of the classes. This gives every department a fair chance at room assignments. Blocked courses will be scheduled on the second run, and if there are no rooms available, you will be asked to move courses to a different time zone.

We want to keep a department classroom open for meetings, is that ok?

Departments that control classrooms or seminar rooms are expected to use those rooms for courses before requesting General Purpose classrooms.