

# The Scheduler

Volume 5, Issue 2

Fall 2019

## Deadlines:

### Winter 2020

- Registration 11/17/19
- Classes start 1/6/20

### Spring 2020

- SSR 1000 due 10/18/19
- Banner locked mid-January
- Registration 2/23/20
- Classes start 3/30/20

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## Summer Session Wrap-Up

Summer Session 2019 brought increased enrollment and summer term courses contributed to the academic advancement of over 14,000 students.

Thanks to your scheduling efforts, we made some great strides enhancing university compliance while utilizing the unique session structure to communicate course expectations to students. The 6 parts of term structure allows OSU to offer innovative courses to our students, with over 140 courses this year that were exclusively offered during the summer term. Summer Session 2019 by the numbers:

### 2089 courses offered across 5 campuses;

1204 Corvallis  
754 E-Campus  
102 Cascades  
21 Newport  
8 Portland

140 unique to Summer Session courses

101,143 credit hours completed

If there are questions from faculty about how to take advantage of unique parts of term, during summer or an upcoming term, please visit the non-traditional course [webpage](#) or email [Carson](#) for further information.

Summer Session facilitates an accessible university environment during the summer term, enabling student success by providing access to the world class facilities, faculty and programs that exist only at OSU

- thanks again for your contribution!



Avenue of the Elms,  
Lower Campus

## Scheduling Summer Forum

The forum was a great success, with over 50 attendees! And a big shout out to our guest speakers! Jim Patton, Fire Safety Officer  
Travis Lafon, Facilities  
Don DeMello, Academic Technology

Traci Bentley-Townlin, DAS  
We thought it was important for you, as schedulers, to hear from these departments because they impact the way we use classrooms at every level; from room occupancy and safety, to maintenance issues, to technology needs, to access.

A PDF of the presentation can be found at:

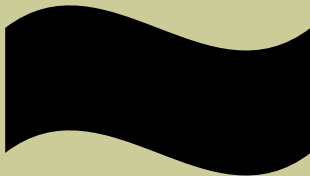
<https://registrar.oregonstate.edu/advisor-resources>

Under the "Informational Presentations" header

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Did you know that you can look in CORE to see who has taken FERPA in your department?

This is a good way to see if Instructors who have been here for a while have FERPA in Banner.

It can take up to two business days for new Instructors and GTAs to show up on the report.

All Instructors and GTAs are REQUIRED to have FERPA in Banner before they can be added to sections.



## FERPA

What is FERPA? FERPA stands for the Family Educational Rights and Privacy Act of 1974. This legislation protects the privacy of your student records and regulates how information is utilized. Release of student records at Oregon State University is bound by the federal law (FERPA), the Oregon Revised Statutes, and by the Oregon Administrative Rules.

### FERPA process for adding Instructors and GTA's:

Take the FERPA training module for employees, or student employees.

\*Requires an ONID login.

Once module has been passed, an email is sent to the Office of the Registrar.

The email is **manually** processed, and added to a skill completion page in Banner.

The department scheduler, or designee, emails the schedule desk asking for person to be added as an Instructor or GTA.

\*Always include ID number and full name and starting term.

The schedule desk personnel do the following:

\*Verify FERPA is entered in Banner.

\*Verify student status.

\*Add person as an Instructor or GTA in Banner.

Instructors are given Faculty and Grading privileges.

GTAs are given Faculty privileges.

TAs are not added to Banner, but can be added to Canvas.

This is a **manual** process. The only thing that is automatic is the FERPA completion email that is sent to the Office of the Registrar.

Right before Fall term is especially heavy with FERPA because there are a lot of new Instructors and GTAs.

### FERPA—Why do I need to take it again??

**Q: I have been at OSU for 18 years! Why do I need to re-do my FERPA training?**

A: The Office of the Registrar serves as the steward of student education data. Part of responsible stewardship is ensuring that those to whom the stewards provide access to student education data demonstrate proficiency in understanding their

responsibilities under the [Family Education Rights and Privacy Act](#) (FERPA) of 1974. To ensure we are in compliance with federal law, the institution must have documentation that employees with access to student education data have successfully passed FERPA training. If someone completed FERPA training prior to January 2005, we will not have record of their proficiency and the

employee or designated agent will be asked to take the training and quiz, as the law has changed since 2005. **Additionally, we highly encourage parties to reengage in FERPA training biannually to remain current with one's FERPA knowledge.**

<https://registrar.oregonstate.edu/ferpa-faqs>

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**OtR Schedule Team:**

Cindy Lehto—Master Scheduler  
Sara Hoyt—Scheduler  
Rebecca Wagner—Scheduler  
Carson Hoffman—Summer  
Session and Non-Traditional  
Class offerings

## A little scheduling philosophy:

**When a student registers for a course, think of it as signing a contract.**

**There is an expectation from instructors that the student attend and successfully participate in class.**

**Likewise, there is an expectation by the student that a course meets at the day and time listed at time of registration.**

**This also includes fees, restrictions and any other change to the section that would negatively impact a student.**

**Our job is to ensure that students have a complete and correct schedule of classes.**

**We rely on you, department schedulers, to give us accurate, timely information.**

### Catalog vs. Schedule of Classes

**Catalog** contains courses approved by Academic Programs. It displays the approved course and description.

<https://catalog.oregonstate.edu/>

**The Schedule of Classes** lists individual sections created based on catalog information. We cannot add anything to a section that is not available at the Catalog level.

<https://classes.oregonstate.edu/>



**Catalog is the Buffet  
Schedule of Classes is the plate.**

Think of the Catalog as a Buffet. The Schedule of Classes is the plate. It cannot go on the plate if it's not offered at the buffet.

For example, if a class is a Lecture, but you want it to be Independent Study, we can only change the schedule type if it was on the course proposal that goes through Academic Programs to go into the Catalog.