

# The Scheduler

Volume 7, Issue 1

Summer 2021

## Deadlines:

### Summer 2021

- Session 1: 6/21-9/3
- Session 2: 6/21-7/16
- Session 3: 6/21-8/13
- Session 4: 7/19-8/13
- Session 5: 8/16-9/3
- Session 6: 6/14-6/18

### Fall 2021

- Registration: Phase I  
5/16-6/2
- Registration: Phase II  
begins 6/3
- Fall Term: 9/22 - 12/3
- Finals week: 12/6-  
12/10

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## Ch-ch-cha-changes...

Over the last year, the Schedule Desk has implemented new applications to improve scheduling sections (CLSS), and reserving classrooms for meetings and events (25Live).

There is currently some overlap between CLSS and our 'old way' of scheduling sections. While CLSS is visible for Summer 2021, it is not available for editing until Fall 2021. The section add form is still being utilized for Summer term only, but will be removed from our website shortly after the last summer session begins. <https://beav.es/CLSS>

25Live is the replacement to WebViewer, and requires ONID login and training to have access to request spaces. This not only helps us have a more secure scheduling system for reserving spaces, but also gives department schedulers the ability to reserve their own department controlled spaces without having to send a request through the Schedule Desk. Department faculty and staff who have reserved spaces in the past will be directed to the approved 25Live schedulers in their units for submitting reservations. <https://beav.es/25Live>

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## CANVAS page for Schedulers

<https://canvas.oregonstate.edu/courses/1836431>

Currently focused on CLSS training and resources, and we will be adding more scheduling training sessions soon. This page includes recordings of the CLSS trainings, and other useful CLSS information to help you navigate this new system.

If you did not attend a CLSS training, you must watch one of the training videos to be given access to make edits in CLSS.

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## Schedule Desk office hours

Every Tuesday and Friday from 1:00-2:00, we are hosting “Schedule Desk Office Hours” on Zoom. We have the ability to set up break out rooms, so your questions can be addressed one on one.

Dates and times are subject to change or cancellation. Please check the link to find updated information on scheduled sessions, links and passwords for Zoom.

<https://canvas.oregonstate.edu/courses/1836431/pages/scheduling-office-hours-via-zoom>

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## Notes to Schedule Desk in CLSS

When making changes to sections, adding new sections, or cancelling sections in CLSS, it is really helpful to add a note in the “Notes to Schedule Desk” field.

There are three of us looking at the workflows at different times. If you asked a question about CLSS, please be aware that the person who you talked to may not be the same person looking at your workflow submission.

Adding a note may keep sections from being rolled back.

Notes do not need to be lengthy, short and concise is better.

### Examples:

\*Adding new lecture/lab sections. Since you can only add one section at a time, put a note in the new lecture section explaining that a lab will be added. Otherwise, we will roll back because there is not enough contact time. *NOTE: will be adding linked lab.*

\*Cancelling sections. If a section is being uncross-listed or unlinked from another section before canceling, we are likely to roll back the section to find out why the changes are being made. *NOTE: this section is going to be cancelled.*

\*Adding sections w/ zero enrollment, and requesting a general purpose classroom. If the term is open for registration, or in progress, please put max enrollment in the notes so we can assign a properly sized classroom. *NOTE: max enrollment will be 30*

\*Changing section links/cross lists. Anything that will require multiple sections to go through the workflow, please put in a note. *NOTE: changing link to lec/lab xyz*

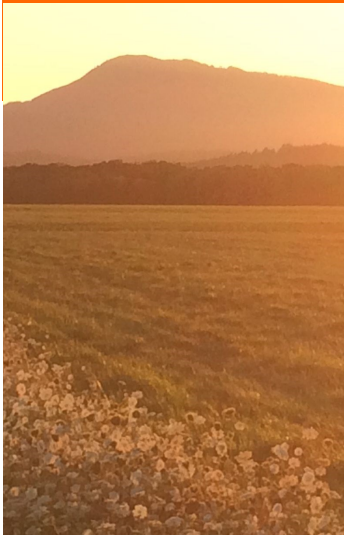
\*Any submission that breaks a rule, please put a note explaining why. *NOTE: requesting out of zone because xyz*



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**TEAMS for Schedulers:**

If you ever have a question, comment, or just want to say “Hey”:

Microsoft Teams: OSU Scheduling Community—Please sign up: <https://beav.es/JyU>

Includes specific Channels (rooms) for 25Live, CLSS, Announcements, as well as General information and Scheduler Chat.

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**How to Cancel a Section in CLSS**

1. **Change the enrollment max to 0 and Save. This should be done as SOON as you know or suspect the section will be cancelled.**
  2. **Check how many students are enrolled** in the section you wish to cancel. If it is more than 10 or 15 students (i.e. the section is being cancelled for any reason other than low enrollment), **STOP and contact the Schedule Desk** and indicate why the section is being cancelled. Otherwise, go to step 3.
  3. **Go back to the section** after the enrollment max is updated to 0 in CLSS/Banner:
    - A. Remove all instructors.
    - B. Remove all meeting patterns (this should also remove any classroom assignments)
    - C. Remove the section from any crosslisting\*
    - D. Set the section status to Cancelled.
    - E. Type in the Notes to Schedule Desk field WHY it is being cancelled, and if any other sections are being cancelled along with it (labs, crosslisted sections, etc.).
    - F. Save changes above to workflow for approval (A-E above can all be submitted at the same time)
- You will need to **save** the Enrollment max as 0, save, and ensure the enrollment max updated in Banner before you can move on to the next steps of the process. Updating the enrollment max to 0 should not trigger a workflow, so it should go through to Banner right away. If it triggers a workflow, please contact the Schedule Desk with a screenshot.
  - If the section is part of a linked group (lecture/lab, lecture/recitation, etc.) you will not be able to cancel sections while there is enrollment. **You should still set the enrollment max to 0 for any section you are going to cancel**, but you will need to reach out to any registered students and have them drop before you can cancel.
  - Cancellations that affect a large number of students are subject to the [Scheduling Changes After Registration](#) policy and must have written support and rationale from the Department Chair or higher.
  - If the section you are canceling is the parent/controlling section of a crosslist you must first break the crosslist from the child sections before you can cancel the parent section.

*Thank you for reading our newsletter! Let us know if there are topics you'd like to see in future issues! Have a great summer!*

**Helpful Links:**

- Exam Policies: <https://registrar.oregonstate.edu/exam-policies>  
Non-Traditional Course Policy: <https://registrar.oregonstate.edu/non-traditional-course-offerings>  
Academic Calendar: <https://registrar.oregonstate.edu/osu-academic-calendar>  
Waitlisting: <https://registrar.oregonstate.edu/waitlisting-courses>  
Scheduling Events (25Live): <https://registrar.oregonstate.edu/scheduling-events>  
Scheduling Protocols: <https://registrar.oregonstate.edu/scheduling-protocols-and-policies>  
Scheduling Deadlines: <https://registrar.oregonstate.edu/scheduling-deadlines>  
FERPA training module: <https://registrar.oregonstate.edu/ferpa-training-module>