

TO: Deans

FROM: Anthony Galarza
Director of Academic Scheduling
Office of the Registrar

DATE:

RE: Fall 2017 Schedule of Classes

The Fall 2017 scheduling process has begun. I am enclosing materials for you to review and use in constructing your schedules. We have outlined a few issues for clarification below and have made some changes. Please do not hesitate to contact me directly should you have any issues or concerns about these items. We will continue to refine our policies and procedures to make everything run as efficiently as possible.

Please spread classes across all time bands and across all days. The tendency to overschedule the TR time bands at 11:10 and 2:20 have resulted in some classes during those times being assigned to classrooms with no technology. Although we have significantly increased the number of classrooms with at least basic technology, we do not have enough rooms to meet full demand at the most popular times. Classes are much more likely to be assigned the requested technology if they meet earlier in the morning at 9:35 or in the afternoon at 3:45.

We have increased the number of classrooms that are designated **Bring your own device (BYOD)**. *Faculty who indicate they are willing to bring their own devices (such as a laptop) will also be considered for the technology rooms that have PCs in them.*

1. Time bands

The time bands were designed so that we could maximize the utilization of our classroom space. Two changes have been made to the existing Foggy Bottom Campus time bands in order to prevent the scheduling of courses directly back-to-back. The following time bands have been changed:

OLD 3:55-4:45 **NEW 3:45-4:35**
OLD 5:00-5:50 **NEW 5:10-6:00**

Rolled courses with the old time bands will need to be updated. ASO will work with the school schedulers to make sure any necessary schedule changes are made. Courses that do not adhere to university guidelines for time band compliance will be taken out of the general purpose classroom scheduling process. However, schools are allowed to continue scheduling courses out of compliance with timeband requirements by using their departmental space. *If you choose to do this, please provide the departmental space where the course will be held when you submit your schedules to us.* I have enclosed a copy of the scheduling guidelines and time bands for both Foggy Bottom and Mount Vernon for your reference.

2. Classroom Technology Request forms

General purpose classrooms must be shared by almost 5000 classes each semester. When you complete the Classroom Technology Request forms, please include a legitimate pedagogical reason for needing that technology. This means that the technology is required to teach the content of the course. We will return any form that is not complete or does not contain the proper signature. This can significantly delay the processing of your schedule.

SCHEDULING DEADLINES

Your strict adherence to these deadlines is expected in order for the Office of the Registrar to be able to effectively fulfill the additional tasks related with academic scheduling and registration.

ACTION ITEM	DATE NEEDED
SCHOOLS - Develop Schedules And Review By Chairs & Deans	
Please make sure that Part-of-Term dates are accurate	
Submit to ASO	By December 19, 2016
ASO - Data Entry – Round One	
Data input and time band compliance	
Verify additions, deletions, and changes	
Verify Cross-list and linked requests	
Send back to Schools	By January 9, 2017
SCHOOLS - Review Of Schedule Changes For Resubmission	
CTR Forms/Prerequisites/Restrictions/Crosslists	
Additional changes, corrections, etc..	
Submit to ASO	By January 27, 2017
ASO - Data Entry and Maintenance Round Two	
Confirmation of Special Classroom Requests and Department Assignments	
Schools may still submit changes and additions	January 27 – February 17, 2017
ASO – Auto-Scheduling Run	
No additions or updates will be accepted	March 6 – 10, 2017