

Good morning, Academic Scheduling Community,

Winter 2024 schedule – due to Academic Scheduling by September 18, 2023.

In order to pull the most accurate information by which to build your 1241 schedule, pull last winter's (1231) department proofing query, using this pathway: Main Menu/Campus Solutions/CWU Reporting Solutions/Query Friendly Viewer, then scroll down to the Scheduling & Exams tab and pull this Excel query:
CWSRD_SCHED_FOR_DEPT_REVIEW_B - Class Sched for Dept Proofing

Here's an example of how it should look:



From here you can either delete the old and add new information directly onto the query, OR you can create another empty spreadsheet and copy and paste information from the 1231 query onto it.

Build your schedule with the following guidelines in mind:

- **We are expecting a decrease in campus-wide room availability for the foreseeable future.** Whenever possible, try to schedule in non-peak hours to alleviate bottlenecks and facility crowding. Additionally, scheduling in non-peak hours provides students a greater chance of getting all the classes they need for degree progress, and reduces the need to make fewer concessions when they make their term schedules.
- Keep all columns intact (do not delete or hide any columns). However, you may delete and replace the Term column information with the current term, and delete the information in the Stat (Status – Active, Cancelled, Stop Further Enrollment) column, if desired.
- Delete any left-over ARR attributes as this is confusing to us and we will not add a course that has this attribute.
- If you would like to direct any comments to Academic Scheduling, please add a column next to the current Notes column and title it “AS”. This is strictly for notes to us (room preference justification for non-departmental controlled spaces, for eg.). Some of you like to add a row below a course and add notes there – this is fine too.
- Add instructors only if you know they are already in the Instructor Table.
- For DE courses, please add a DE note that indicates the “primary” (from section (Eg. “DE broadcast from Ellensburg to Des Moines and Lynnwood”).
- 184s must include the topic in order for us to schedule the course.
- Add Reserves on this spreadsheet, providing the **reserve code** and using this example phrasing: “Reserved for students at CWU-Pierce until open enrollment”. If you have a certain number of seats that you want to reserve, use this phrasing: “Reserved 5 seats only for Film majors until open enrollment”. If you need to extend the end date of the reserve, add the specific date instead.

Keep in mind that if an end date is not specified, open enrollment is the default end date.

- Add information to **all the columns** from Term through Exam (the rest are mostly for your viewing). If a course is missing vital information, we will not add it.
- **Only add the courses that you want to offer.** Please do not add any edit marks, such as strike-throughs or grey highlighting or red font.

Of particular note: We're seeing a lot of requests to combine courses that are questionable combinations. Remember: Courses may meet together if they are **cross-listed** or **layered** or **equivalent courses** in the course catalog. For combined sections, please indicate the combination and combined total *on both spreadsheets*. Also, revisions to combined sections must be approved and submitted by both/all departments/programs.

Room Scheduling: This is when we pre-assign all department-controlled rooms, so it's very important to add them to your spreadsheet! These may be added directly in the Facil ID column. You can also add a room code directly into the Facil ID column. We also try to add as many GA rooms as possible, and when we are through processing all the spreadsheets, we refer to the DSS accommodations, then our general request folder, and accommodate these requests at this time. Note: If you need to use a room that is neither in your department's control nor GA, please provide permission from the department who controls the room.

One big ask: Please give us time to enter ALL of the spreadsheets before sending revisions. It becomes unbelievably confusing and hard to manage when we receive multiple spreadsheets, especially if they are sent before we've had a chance to process the initial spreadsheets, thus adding new information to old. We will not process these revisions. We'll send an email to let everyone know when we are through with all of them and open to further revisions.

Lastly, as you build your schedule, please consider the following University Scheduling Initiatives:

- Ensure courses start at the top of the hour
- Ensure class contact hours are met
- Review class notes
- Ensure modalities and permissions are accurate

Helpful links:

<https://www.cwu.edu/registrar/sites/cts.cwu.edu.registrar/files/documents/academic-calendar-winter-24.pdf>

<http://www.cwu.edu/registrar/sites/cts.cwu.edu.registrar/files/documents/academic-scheduling-deadlines-2024.pdf>

<https://www.cwu.edu/registrar/sites/cts.cwu.edu.registrar/files/documents/final-exams-23-24.pdf>

Please contact Academic Scheduling with any questions or concerns.