Scheduling Reference Guide

Office *of* THE REGISTRAR

About Us

MISSION STATEMENT

OFFICE OF THE REGISTRAR IS DEDICATED TO STUDENT SUCCESS BY ASSISTING STUDENTS THROUGH THEIR ACADEMIC JOURNEY TO PREPARE THEM TO LEAD PRODUCTIVE AND ENGAGED LIVES.
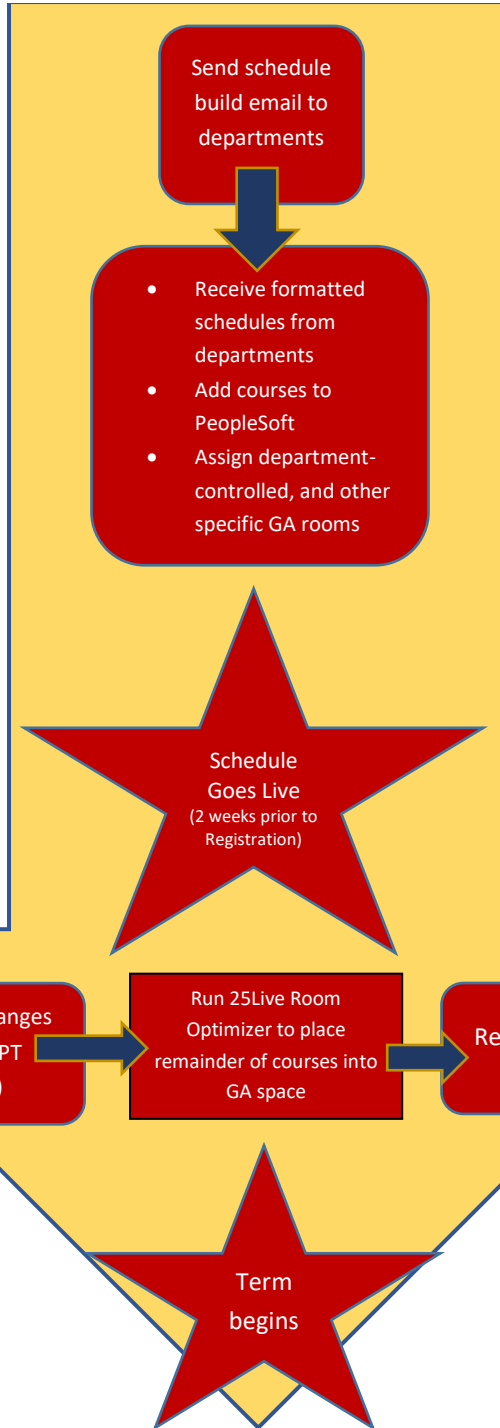
PROTOCOL

SCHEDULING PROTOCOL ENSURES THAT:

- ❖ QUARTERLY COURSE OFFERINGS ARE SCHEDULED IN A MANNER THAT PROMOTES THEIR AVAILABILITY TO STUDENTS
- ❖ FACULTY HAVE REASONABLE SCHEDULING FLEXIBILITY FOR CLASSES THAT CANNOT CONFORM TO "NORMAL" ROOM SCHEDULING PRACTICES
- ❖ REGULARLY SCHEDULED LABORATORY AND LECTURE COURSES HAVE SUITABLE FACILITIES

WHAT WE DO

ACADEMIC SCHEDULING COORDINATES THE SCHEDULING OF COURSES AND OTHER RELATED ACADEMIC EVENTS.

Academic Scheduling Process

Send schedule build email to departments

- Receive formatted schedules from departments
- Add courses to PeopleSoft
- Assign department-controlled, and other specific GA rooms

Schedule Goes Live
(2 weeks prior to Registration)

Process incoming changes (submitted on DEPT PROOF B query)

Run 25Live Room Optimizer to place remainder of courses into GA space

Registration begins

Term begins

Academic Course Scheduling Protocol & Guidelines

Scheduling protocol has been designed to ensure that (1) quarterly course offerings are scheduled in a manner that promotes their availability to students, (2) faculty have reasonable scheduling flexibility for classes that cannot conform to "normal" room scheduling practices, and (3) regularly scheduled laboratory and lecture courses have suitable facilities.

When scheduling classrooms, every effort will be made by Academic Scheduling (Office of the Registrar) to provide the accommodations requested **with the space utilization requirements of the whole university as the objective.** Initial room scheduling priority will be given to departments located within or near a requested building.

General Scheduling Guidelines

1. Weekday lecture/seminar courses shall be scheduled across the hours of 7:00 a.m. to 10:00 p.m. Limited classroom space prohibits concentration of classes during prime hours.

a) The normal class period will be fifty (50) minutes in length. Between the hours of 9:00 a.m. and 2:00 p.m., the formal scheduling of a class into a fractional segment of the fifty-minute class period will be prohibited without written approval by the associate dean for pedagogical reason**s.**

b) To provide optimum use of space and to decrease overlapping of courses for students, academic departments must start classes on the hour.

c) Faculty should work with their Department Chair and Associate Deans to ensure that teaching and advising load will accommodate the needs of student advising.

d) All classes will have a wait list of 99 to assist students with enrollment of high demand classes.

2. Any exceptions to 1a, 1b, 1c or 1d require an approval with reason from an associate dean (with the exception of laboratory classes, studio, private lesson, graduate level courses, distance education, and university center courses). Department Chairs must submit rationale and supporting documentation to the associate dean in order to obtain approvals for block scheduling classes or not starting class on the hour.

3. Large lecture rooms will need to meet a 60% fill ratio, in order to schedule a class in a large lecture room. Due to limitations of space on campus, we cannot place a small class into a large lecture room. This means a 75-seat classroom must have a minimum of 45 students set to enroll.

4. Any capacity increases after the Schedule of Classes has been posted on the web, must be raised by a minimum of five seats. This is to ensure that departments are not raising enrollment to allow one state or CWU employee into a class under the faculty/staff tuition exemption policy. CWU is required to allow full-paying students into the class first, and then we will allow faculty and staff under the tuition exemption policy into a course on space available basis.
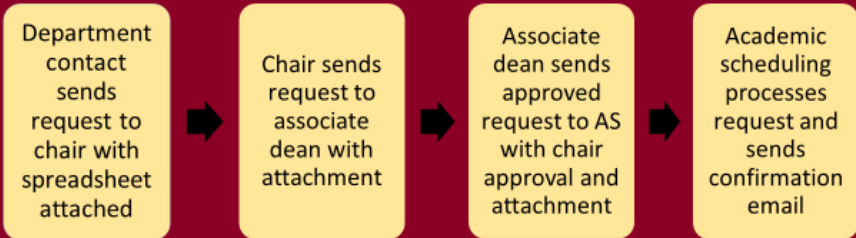
Distance education courses should adhere to the following time blocks with either Monday/Wednesday or Tuesday/Thursday meeting patterns:

- ❖ *Early Morning – 7:40 am start time with class ending no later than 9:50 am*
- ❖ *Late Morning – 10:00 am start time with class ending no later than 12:10 pm*
- ❖ *Early Afternoon – 1:00 pm start time with class ending no later than 3:10 pm*
- ❖ *Late Afternoon – 3:20 pm start time with class ending no later than 5:30 pm*
- ❖ *Early Evening – 5:40 pm start time with class ending no later than 7:50 pm*
- ❖ *Late Evening – 8:00 pm start time with class ending no later than 10:10 pm*

Minimum meeting times required for Fall/Winter/Spring					
	1 credit	2 credits	3 credits	4 credits	5 credits
1 day	50 min	1 hr 40 min	2 hr 30 min	3 hr 20 min	4 hr 10 min
2 days		50 min	1 hr 15 min	1 hr 40 min	2 hr 05 min
3 days			50 min	1 hr 10 min	1 hr 25 min
4 days				50 min	1 hr 05 min
5 days					50 min

Academic Scheduling approval process

| Department contact sends request to chair with spreadsheet attached | → | Chair sends request to associate dean with attachment | → | Associate dean sends approved request to AS with chair approval and attachment | → | Academic scheduling processes request and sends confirmation email |

Course Scheduling in MyCWU: Key Terms Quick Reference Guide

Note: Use the *Notes* column to add notes that are **visible and directed to students**. Add another column for notes and name it *AS Notes* to direct notes **specific to Academic Scheduling** (not visible/meant for students). Also, if you are adding Reserves, please add a separate column for the Reserve number/code and name it *Reserve #*. Provide the Reserve number there, and add the Reserve note in the *Notes* column.

Term

Quarter - fall, winter, spring, summer **(i.e., 1229, 1231, 1233, & 1236)**

Acad Group

Academic Group. The college who owns the course **(i.e., CAH, COTS, CEPS, CB)**

Acad Org

Academic Organization. Usually the department awarding a degree, minor, or certificate **(i.e., PHYSDEPT,AISPROG)**

Stat

Enrollment status of the course **(i.e., A=active, X = cancelled, S = Stop Further Enrollment)**

Cn

Class number generated when a course is added to the schedule **(i.e., 91993, 13087, 33729, 61555). The first number corresponds with the term (i.e., 9 = fall, 1 = winter, 3 = spring, 6 = summer)**

Sub

Subject area **(i.e., AVP, ENG, MATH)**

Cat

Catalog number **(i.e., 101, 250, 433)**

Sec

Class Section **(i.e., 001, 002, A01, L01)**

Title

Title of class **(i.e., Introduction to English, Experimental Physics)**

Name

Instructor **(i.e., Smith, John)**

Grading

GRD **(A-F) or S or U.** *AS does not edit this column.

Key Terms continued…

ME

Max enrollment

WL

This number is always 99.

Sch Pr

Schedule to print. YES, means students can search for and view the course. NO means students need the class number to view it.

Days

Days of the week that the class will be meeting **(i.e., M, MWF, MTWTHF)**

S Time

Start time of the class **(i.e, 9:00AM)** & End time of the class **(i.e., 9:50AM)**

Facil ID

The assigned or requested room **(i.e., DISC204, MICH227)**

Campus

Campus location code **(i.e., EBURG, YAK, WEB)**

Location

Campus location **(i.e., Ellensburg, Yakima, Online)**

Ty

Instruction mode **(i.e., P, WE, WW, IT, DE)**

Pr

Permission/Consent Required – No Consent/Instructor Consent/Department Consent **(i.e., N/I/D))**

Crse Attr

Course Attributes. Additional information pertaining to the course **(i.e., CROS_CROSSLIST, MAJ_MAJORS).**

Note

Use this area for class notes.

Exam

Final Exam Y/N

Has a Pre-/Co-Req

Pre-requisites/co-requisites Y/N ***AS does not edit this column.**

Pat Nbr

Shows the number of meeting patterns within the course

Queries Available to You

CWSRD_SCHED_FOR_DEPT_REVIEW_B**
This is the MOST IMPORTANT query to run. Shows all classes being offered for a term

CWSRD_SCHED_ FOR_DEPT_REV_SUM_B
Review of all classes being offered for a Summer Term

CWSRD_SCHED_DISTANCE_ED_USE_B
Pulls all scheduled Distance Ed courses running for a term

CWSRD_SCHED_EXAM_REV_DEPT_B
CWSR_SCHED_EXAMS_BY_DEPT_B
CWSR_SCHED_CENTER_EXAMS_B
Show Final Exams for all Centers

CWSR_SCHED_CANC_CLASS_EMAIL_B
Pulls all enrolled students for a particular class (not just cancelled classes)

CWSR_RESERVE_SEATING_RQ_GRPS_B
Reserve w/ RQ number & description

CWSRD_ENROLL_RESERVE_DETAIL_B
Shows Reserves scheduled for your department

CWSR_SCHED_BY_SUBJECT_B
Pulls all classes offered within a certain term for specific subjects

CWSR_SCHED_ROOM_CHAR_B
Pulls classes with a Room Characteristic set

CWSRD_ENROLL_MEET_FACILITY_B
Pulls an enrollment report by Facility

Scheduling Key Terms

Meeting Pattern: The combination of start and end time with specific days of the week.

General Assignment (GA) space: Rooms that are regulated and assigned through Office of the Registrar scheduling unit (Academic Scheduling).

Computer Labs: Labs provide access to the technology required by faculty and students in pursuit of teaching, learning and research.

Department Controlled space: Rooms that are maintained and regulated by a department.

Cross-listed: A cross-listed course is a course that may be offered by two or more programs, or within the same program. Cross-listed courses must bear identical course outcomes, description, credit, title, and numbering; only the prefix will be different. If one of a given cross-listed course is offered in a quarter, the other(s) will also be offered, and by that same token, if one is cancelled, then the other must also be cancelled.

Layered: A layered course is one that has different number designations for students at different levels taking the same course. Unlike cross-listed courses, one or more of the layered courses may be offered or cancelled.

Combined: Combined sections have the same instructor, meeting pattern and location. Combined sections and combined total of the sections should be indicated on the spreadsheet.

Special Accommodation: A request to have specific class sections assigned to a particular room or building due to a medical condition that affects the instructor assigned to the course. Faculty seeking a reasonable accommodation under the ADA must follow the process outlined by Human Resources.

Reserves: Seats "set aside" for particular sets of students.

GENERAL ASSIGNMENT (GA) rooms are general use rooms controlled by the Office of the Registrar, as opposed to Departmental-controlled rooms. The Office of the Registrar currently controls 145 GA rooms and 13 GA computer labs. There are 167 Department-controlled rooms.

Note: The room optimizer software places rooms in a course's preferred building partition. Departments may add desired feature(s) in the room or location cell on the spreadsheet/query, although please bear in mind that the more features added, the narrower the search in the room optimizer process. If the optimizer fails to find a room that meets all the course's room requirements, the optimizer will not place the course.

PURSER OFFLINE

Effective 1223-1229

ROOM FEATURES FULL LIST & SOME COMMONLY USED FEATURES

Feature	Description
03	Podium
04	VCR
06	DE Room
07	Carpet
08	Fixed tiered seating
10	Map hangers
11	Moveable tables and chairs
12	Moveable tablet armchairs
13	Moveable tiered seating
14	Sound system
15	Screen
16	Chalkboards
17	Whiteboards
18	Fixed tablet armchairs
20	Fixed tables and chairs
25	PC Computer lab
26	MAC Computer lab
28	Movable
29	DVD
30	Sink
31	Docucam
32	Video data projector (ceiling mount)
33	Digital recording equipment
34	Fixed tiered seating tables and chairs
35	Fixed tables
36	Interactive television
37	With accommodations
38	No windows
40	Interactive surface (BLAC137)
41	Wireless mic
42	Wired mic
43	Periodic tables
44	Pod-style tables
45	ITV camera
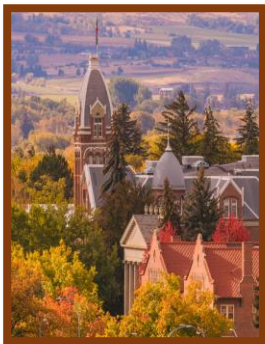
POD-STYLE/44	
Location Name	Cap
BLAC134	25
BLAC136	25
BLAC137	30
BLAC142	30
BLAC20101	35
BLAC20201	35
BLAC20301	35
BLAC224	35
DISC204	40

BLAC136

LARGE CAP CLASSROOMS (78+)	
Location Name	Cap
HEBE121	150
SAMU104	146
DISC103	120
HESC102	120
SCIE147	104
DEAN104	100
SHAW115	100
MICH103	99
RAND117	87
RAND118	87
MICH221	85
LIND215	81
DEAN106	80
DISC101	80
LIND104	80
BLAC150	78
BLAC151	78
BLAC152	78
SHAW111	78

SINK/30	
Location Name	Cap
BLAC11401	30
DEAN209	48
DEAN211	21
DEAN214	24
LANG358	30
LIND102	33
LIND103	43
SCIE101	72
SCIE115	36
SCIE142	50
SCIE147	104
SCIE201	30
SCIE203	30
SCIE216	72
SCIE240	48

PC LABS/25	
Location Name	Cap
BLAC129	43
HOGU118	27
SAMU170	49
SAMU242	36
SCIE337	24
SHAW212	23
SHAW217	35
SHAW218	35

MAC LABS/26	
Location Name	Cap
BLAC226	24
BLAC227	24
LANG104	29
RAND216	20

LANG104

MOVABLE			
USE ONE OF THE FOLLOWING FEATURES: 11/12/13/28			
Location Name	Cap	Location Name	Cap
BLAC134	25	HESC213	40
BLAC136	25	HESC215	50
BLAC137	30	HESC303	40
BLAC139	25	HOGU102	65
BLAC142	30	HOGU129	32
BLAC20101	35	HOGU223	32
BLAC20201	35	HOGU226	50
BLAC20301	35	HOGU227	50
BLAC222	35	LANG106E	49
BLAC224	35	LANG213	49
BOUI111	43	LANG229	30
DEAN112	45	LANG243	49
DEAN113	45	LANG307	30
DEAN202	45	LANG314	49
DEAN203	45	LANG343	41
DEAN205	25	MICH203	43
DEAN209	48	MICH204	35
FARR101	27	PSYC256	38
FARR111	48	PSYC257	25
FARR112	27	PSYC260	24
FARR201	27	PSYC263	24
FARR205	48	PSYCH267	57
FARR211	48	PSYC466	32
FARR212	18	PSYC471	57
FARR401	32	SCIE203	30
HEBE106	32	SHAW 109	30
HEBE112	27	SHAW113	48
HESC101	40	SHAW114	45
HESC103	40	SHAW132	30
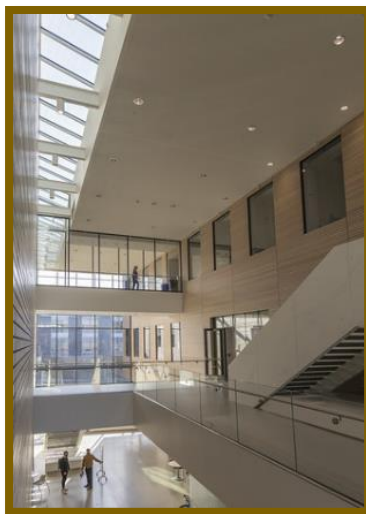
Health Science Building

PERIODIC TABLES/43	
Location Name	Cap
BLAC151	78
DEAN104	100
DEAN202	45
SCIE101	72
SCIE142	50
SCIE147	104
SCIE201	30
SCIE216	72
SCIE240	48

DE ROOMS/6	
Location Name	Cap
BLAC113 *See 25Live for access info	32
HOGU220	32
HOGU221	32
SCIE142	50
SCIE216	72
SHAW115	100

Health Science Building

A word about reserving seats…

Departments may reserve seats based on student group, class standing and/or admission to a major/minor. Reserve capacities use Enrollment Requirements (same as pre- and co-requisites) to designate the criteria for a particular set of reserved seats. Before setting up a new reserve, the Enrollment Requirement that identifies the students must first be setup.

- ✓ Submit reserves on your initial schedule

- ✓ Always include the reserve code

- ✓ Place a note to students on the section you are reserving, describing the reserve, and noting the release date

- ✓ Unless noted otherwise, reserves will drop on open enrollment

<u>Reserve Enrollment Queries</u>

CWSRD_ENROLL_RESERVE_DETAIL_B - Term Class Reserve Detail (By Dept/College)

CWSRD_SCHED_RESERVE_DETAIL_B - Term Class Reserve Detail (shows all) Note: The 'From Start Date:' should be at least 2 weeks prior to Registration, and 'To Start Date:' should be the last day of Add/Drop.

When submitting a spreadsheet with reserves, please add a separate **Reserve Code** column. Add your reserve note in the **Notes** column (visible to students). Please also try to use the below phrasing when submitting reserve requests. **AS Notes** column is strictly for notes to Academic Scheduling (not visible to students).

Reserve Code (#)	Notes	AS Notes
002182	Reserved for PSY online majors/minors until open enrollment	Instructor needs moveable tablet armchairs
003018	Reserved 5 seats for BUS Admin Online program until open enrollment.	

Course Modalities

❖ **P:** In Person: 100% in person teaching. Classes meet on the Ellensburg campus or at one of the CWU centers or instructional sites. Courses listed as 001, D01, L01, etc.

Sub	Cat	Sec	Days	S Time	E Time	Facil ID	Campus	Ty
IHP	553	001	MWF	12:00pm	12:50pm	HESC101	EBURG	P
		001	TH	1:00pm	4:50pm	HESC123	EBURG	P

❖ **WW:** Online: 100% **asynchronous** online teaching with no in person requirements or online meeting times. Courses listed as A01, A02, A03, etc.

Sub	Cat	Sec	Days	S Time	E Time	Facil ID	Campus	Ty
MATH	173	A01	------	--------	--------	ONLINE	WEB	WW

❖ **IT:** Real-Time Online: 100% **synchronous** online teaching with a specific meeting pattern requiring students to participate through online platforms at designated times. Courses listed as A01, A02, A03, etc.

Sub	Cat	Sec	Days	S Time	E Time	Facil ID	Campus	Ty
MGT	200	A01	TR	10:00am	11:50pm	ONLINE	WEB	IT

❖ **WE:** Hybrid: Combination of required in person (on the Ellensburg campus or at one of the CWU centers or instructional sites) and online components (real-time/synchronous online meetings and/or online asynchronous content). At least 25% of the course contact hours should be scheduled in person. Online component may be listed in the Notes.

Sub	Cat	Sec	Days	S Time	E Time	Facil ID	Campus	Ty
MATH	330	001	MW	11:00am	11:50am	SAMU101	EBURG	WE

❖ **DE:** Distance Education: In person teaching on the Ellensburg campus or at one of the CWU centers or instructional sites that employs interactive video conferencing technology to allow synchronous participation from remote locations (Note: Academic Scheduling does not place centers rooms). Courses listed as 001, D01, M01, etc. Please indicate the primary section through the Note: "DE broadcast from Ellensburg to Des Moines and Moses Lake".

Sub	Cat	Sec	Days	S Time	E Time	Facil ID	Campus	Ty
LAJ	420	002	W	6:00pm	8:00pm	SCIE142	EBURG	DE
		D01	W	6:00pm	8:00pm	DESM206	DESMO	DE
		P01	W	6:00pm	8:00pm	PIER0308	PIERCE	DE

Quick Tips & FAQs

- Please send the **CWSRD_SCHED_FOR_DEPT_REVIEW_B** query for scheduling requests after the initial processing. Make sure it is a fresh query, as old information can really confuse us. We check every revision and if we find it is an old spreadsheet, we will not process it.
- It is very important that you do not delete anything on your query! We need to see all information and all columns (please also do not hide columns)
- Rows duplicate when there are multiple attributes, instructors, meeting patterns, notes – please do not delete these "extra" rows!
- The Course Catalog is a great resource for the following information:
    - Credits
    - Default information
    - Pre-reqs
    - Exam yes or no

    Here is the pathway: Main Menu>Campus Solutions>Curriculum Management>Course Catalog>Course Catalog. Enter Subject Area and Catalog Nbr.
- Make sure you tell us when you want to add a co-instructor. We will make the workload 50/50 unless you tell us otherwise.
- Once registration begins, *it is important to keep changes to a minimum*, especially to days, times, and rooms due to the potential impact on students.
- If a course changes titles, rather than just striking out the title, please strike out the entire row and add in all the new information below, even if everything else is the same.
- If there are multiple notes for one course and are wanting to delete one of the notes, please **strike through the note only**, not the entire row of information.

Sub	Cat	Sec	Facil ID	Campus	Location	Note
EMS	335L	A01	ONLINE	WEB	Off Campus	Spokane Location
						~~Students will join the DE class using WebEx and will need a computer with internet connection, webcam, microphone, and speakers (or headset) to participate in the class.~~

- University center managers are responsible for assigning rooms in MyCWU for courses offered at their center. Program directors and department chairs must first check with the center office manager to confirm that a schedule change or addition can be accommodated within center classrooms. Other course changes including times, capacities, and instructors must be requested by the department and will be entered by Academic Scheduling. All individual study and arranged courses must be processed through the Ellensburg campus.
- If you are transferring students from one section to another, and then cancelling the old section, or want to cancel to turn it into an arranged course, we need to cancel the regular course first because otherwise the student will not be able to enroll (will be double-enrolled). Be sure to include AS on these emails and keep in mind that **we require approvals to cancel.**
- Note the status of a course when submitting changes: A = Active, X = Cancelled. When reactivating a course, please change the Status from X to A and add meeting info back in red font.

Class Sched for Dept Proofing			
Term	Acad Group	Acad Org	Stat
1219	CAH	ABSPROG	A
1219	CAH	ABSPROG	X

- Courses can be "hidden" by changing the Y to N under the Sch Pr (Sched to Print) column. This is a useful tool during the first days of term when the department is trying to determine if all sections of a course are needed. Please note that AS will NOT remind you that your sections are hidden.

Min Cr	Mx Cr	ME	WL	Sch Pr	Days
5	5	30	99	Y	M W F

ADDING
INSTRUCTORS

Tell us when:

- You want to add an **instructor** or **co-instructor**, otherwise we will assume it is 50/50 WL unless specified

Before adding an instructor check the Instructor Table:

- Main Menu ->Campus Solutions -> Curriculum Management -> Instructor/Advisor Information -> Instructor/Advisor Table

Some FAQs

Q) *Why can't I submit a regular term query for summer revisions?*

A) We need to see the **session date column**, which regular term queries do not include. Note the column designation and abbreviation differences below between the **main summer schedule** that we send you (6-week session on left) and the **summer query** (intensive example on right):

E	T	U		X	Y	Z
Sess	Start Date	End Date		Sess	S Date	E Date
6W1	06/22/22	07/31/22		INT	6/22/2022	7/31/2022

Q) *Can I submit Final Exam room requests through 25Live?*

A) No, because these room assignments appear in MyCWU for student viewing, they must be submitted to AS via email. Once we have scheduled final exams (usually a few days to a week before finals become viewable), we will work our way through the requests folder. Keep in mind that finals are not assigned on the Monday of finals week (Study Day). Centers are an exception, and their finals are scheduled on the first day of the meeting pattern, including Mondays.

Q) *When are Final Exams viewable?*

A) 30th calendar day.

Q) *What is "10th day freeze"?*

A) This is the 10th day of instruction, by which time all courses with students enrolled must have class data in place, such as topic, instructor, credits, and session info.

Q) *When is academic space released for non-academic events?*

A) When registration for that term begins. This is to ensure that courses have the rooms they need.

Schedule Changes - Approvals

Things that don't require approval: Room changes and capacity increases of 5+

Everything Else: Requires an approval and a fresh query

Electronic Enrollment Override

This electronic enrollment override process will allow the faculty member of the course to input override codes for **requisites, closed course, career restriction, and permission requirements** for a particular student through MyCWU. The student then must then follow up by enrolling in the course through MyCWU.

Navigate to the Class Permission page: Main Menu -> Campus Solutions -> CWU Student Administration -> Student Records -> Curriculum Management -> Class Permission. You must enter the Academic Institution of **CWUID** and correct term code. If you are unsure of the term code, select the magnifying glass to search. Only courses for which you are primary instructor for that term will appear. Select the course to which you need to enter permission:

Closed Class: the class is full; this will allow a student to bypass the waitlist and automatically enroll in the course

Requisites Not Met: the student does not meet the pre-requisites or co-requisites for the course

Consent Required: the student must obtain instructor permission to register for the course

Career Restriction: an undergraduate student would like to enroll in a graduate level course

The student must now register for the course via MyCWU

Academic Course Procedures for Unlock/Lock of Academic Buildings

Key Questions!

Contact Info

Academic Scheduling/509.963.3004

Campus Police/509.963.2959

Computer Labs, ITS/509.963.2989

FMD/509.963.3000

Lock Shop/509.963.2917

For a list of current building hours, please visit CWU Facilities

Q) Who unlocks and locks the buildings?

A) Facilities Management Department (FMD) unlocks/locks buildings based on building hours scheduled through Facilities and Academic Scheduling. **Please note that Computer Labs are unlocked/locked by a scheduled lab assistant from ITS.**

Q) Where do I get my key?

A) Departments are responsible for issuing a Key Authorization card to each of their instructors for every classroom they will be they will be teaching in during the quarter, regardless of the building. **Obtain blank Key Authorization cards from the Lock B Shop during normal business hours.**

Q) How will guest instructors or speakers get into the classroom?

A) Each Department should communicate their procedure concerning how visiting instructors or one-time presenters will obtain access to their classroom.

Q) Do instructors need to keep track of their keys and unlock their own classrooms?

A) Yes! It is the instructor's responsibility to ensure they have the keys for their own classrooms, as **FMD will only unlock the building, not the classroom.**

Q) What should I do if I lock myself out of my classroom?

A) Contact Campus Police at 509.963.2959. Please note that if Campus Police are on a call, it could require a **longer wait period.**

Q) What should I do if I leave something in the room?

A) For forgotten items (keys, bags, misc. items), please follow the steps below:

1) Ask department secretaries, chairs, or coordinators to let you in
2) Call Campus Police at 509.963.2959 to unlock room
3) Take your ID to the CWU Lock Shop to check out a temporary key. Note the Lock Shop can only check out a key that is listed on your key record
4) Call FMD at 509.963.3000 to have someone unlock room. **NOTE: FMD may charge for this service. ID is required!**

25 Live Info & Event Types

What is 25Live?

25Live is CWU's web-based event-scheduling system. Academic Scheduling employs the system to place rooms in academic courses and to reserve spaces for academic events.

- ❖ Room placement for courses processed through our office in PeopleSoft, as in the following scenarios:
  - Room switches for courses
  - Adding a second room to a course
  - Final exam placement

- ❖ Room reservations for academic events that are **non-credit bearing events associated with a corresponding credit bearing class, as in the following events:**
  - One-off events such as study sessions
  - An extra computer lab needed for only a few occasions
  - Make up exams, etc.

Who can access 25Live?

Access to 25Live is restricted to trained administrative staff. Faculty and students should contact the Event Scheduling Center in the SURC to reserve space on campus. **First time users** will be placed in a restricted **View Only** environment. Once logged in, contact the Scheduling Center at 509.963.1321 to receive training and appropriate access.

When should I submit a space request in 25Live?

Submit space reservations in 25Live ONLY for the below circumstances. Use the following event types on the Event Form in 25Live, and make sure your title associates the course with the class. For example:

Event Name: **Math 101 005 Computer Lab**
- R-Class – Practices, Thesis, Presentations, one-time extra space request, etc.

- R-Computer Lab – Computer labs needed throughout the quarter.

- R-Academic Course Meetings – Study sessions, Seminars, Speakers, etc.

- R-Exams – Make up exams, testing, anything outside of Final Exams

- R-AUAP – AUAP use only

<u>IMPORTANT NOTES</u>

- ❖ If an instructor needs to switch a room for their course, please submit a request in an email to Academic Scheduling. *Approval is not necessary, but please provide justification for the move.*

- ❖ Note that we require **three business days advance notice for reservations of General Assignment (GA) space and 24 hours for GA computer labs when requesting through 25Live.** If you need to schedule an event within the 3-day bracket, email your request to Academic Scheduling and we will process it ASAP. For last minute GA computer lab requests, you must first obtain approval from Computer Support Services to ensure staff is available.

Course Attributes & Campus Sections

Course Attribute	Description	Course Attribute	Value Description
ADD	Additional	ADD FIELD	Plus, Field Trips to Be Arranged
		ADD TIME	Additional Time to Be Arranged
		ADD WEB	Additional Time Web/Blackboard
ARR	Course BY Arrangement	ARRANGED	Course by Arrangement
CONC	Concurrent/Previous Enrollment	CONCURRENT	Concurrent Enrollment Required
		PREVIOUS	Previous/Concurrent Enrollment
CROS	Cross Listed Course	CROSSLIST	Cross Listed Course
EQV	Equivalent Course	EQUIVALENT	Equivalent Course
EXAM	Credit by Examination	CBE	Credit by Examination
FEES	Fees Required	CR BY EXM	Credit by Exam
FORM	Forms Completed Prior to Reg	FORM REG	Forms Completed Prior to Reg
GEN	General Education Requirements	WRITING	General Education Writing
LAY	Layered Course	LAY	Layered Course
MAJ	Majors Only	MAJORS	Majors Only
RES	Course on Reserve	RESERVE	Course on Reserve
SUPP	Type of Support	MOVESELF	Moved from State to Self
		SELF	Self-Support Class
		STATE	Self-Support Class

Section	Campus	Section	Campus
001	Ellensburg	P01	Pierce
A01	Web Class	S01	Sammamish
D01	Des Moines	U01	Web Ex
J01	JB Lewis McChord	W01	Wenatchee
L01	Lynnwood	Y01	Yakima
M01	Moses Lake		

Campus Scheduling Resources & Helpful Contacts

Academic Calendar & Catalogs:

https://www.cwu.edu/registrar/academic-calendar

Course Modalities: http://www.cwu.edu/registrar/course-modalities

Curriculog: https://cwu.curriculog.com/

Below are some of our favorite pathways and queries!

Course Catalog: Main Menu/Campus Solutions/Curriculum Management/Course Catalog

Instructor/Advisor Table: Main Menu/Campus Solutions/Curriculum Management/Instructor/Advisor Information

CWSR_SCHED_CLASS_CANCEL_TRM_B - Email addresses for cancelled classes (also shows active class roster)

CWSR_RESERVE_SEATING_RQ_GRPS_B - Reserve with RQ number and description

OFFICE	CONTACT	ROLE	PHONE #
MTIS	Maury Webber	DE/WebEx support	2856
MTIS	Delayna Breckon	Canvas support	1172
MTIS	Forrest Hollingsworth	Faculty equipment checkout/multimedia room support	2343
Academic Facilities	Doug Ryder	Space analysis support	1893
Office of the Registrar	Mike Gimlin	Curriculum/Query support	1255

Scheduling Team

Joey Thornton

Assistant Registrar

Academic Scheduling, Curriculum, High School Partnerships

(509) 963-3114

Louise Smart

Academic Scheduling Coordinator

(509) 963-3088

Ivy Hillemann

Program Coordinator

Continuing Ed & High School Partnerships

(509) 963-3003

Emily Rogers

Student Assistant

Cwregst05@cwu.edu

Elena Tucker

Student Assistant

Cwapst03s@cwu.edu

RESOURCES

Website: http://www.cwu.edu/registrar/academic-scheduling

The Academic Scheduling page includes helpful scheduling documents and resources for faculty, staff, and CWU departments.

Email: Academic.Scheduling@cwu.edu

Please send all scheduling requests and questions to this email. A member of the scheduling team will respond as soon as possible.

Location: Bouillon Hall 140

Main phone: (509) 963-3004

Wonderful!
About Our ^ Student Employees

EMILY

Major/Minor: Law and Justice, Anthropology, and Environmental Science

Years working in Office of Registrar: 1 Year

Hobbies: Fishing, Hunting, Spending time with family and Friends

ELENA

Major/Minor: Accounting with a minor in Food and Agricultural Business

Years working in Office of Registrar: 1 Year

Hobbies: Hanging out with friends, watching movies, going off-roading, mountain biking, hunting, and traveling