

CENTRAL WASHINGTON UNIVERSITY

COURSE SCHEDULING PROCEDURES

The following guidelines have been developed in an effort to streamline scheduling procedures on campus and for the university centers. Central Washington University is required by the state to report space utilization for academic rooms.

Therefore, all academic space utilization must be reported to Academic Scheduling (Registrar Services) or the Scheduling Center, including department-controlled rooms, labs, and distance education rooms. Courses assigned to department controlled rooms, distance education rooms, computer labs, and laboratories will be assigned manually.

Courses assigned to general access space will be assigned through our scheduling software.

ACADEMIC COURSE SCHEDULING PROTOCOL

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 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. It is impossible for the University to guarantee spaces for general access rooms since **the numbers of sections offered during the prime scheduling hours of 10a.m. – 2p.m. typically exceed the number of general access rooms available**. In order to provide equal fairness for all departments, we will utilize the 25LIVE algorithm that has been programmed to interface with MyCWU, in order for Central Washington University to better utilize space and increase efficiency.

General Scheduling Policies

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 reasons.
 - (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. The automated waitlist process will allow students to place their names on a waitlist for closed sections for which they are eligible to enroll. When a space becomes available, the first student on the wait list is automatically enrolled via an overnight process in the course and an e-mail is sent to the student's CWU email address notifying the student of the change. This process continues in chronological order as space becomes available. Students are restricted to fifteen active waitlist credits per term. The wait list process will be run once each night from the start of early registration through the end of the second day of classes.

Regular Session Meeting Times Guide

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

* See Appendix F for Summer Session Class Meeting times

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.
4. In order for a class to be placed in a large lecture hall, a 60% fill ratio must be met. 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.
5. Any capacity increases after the Schedule of Classes has been posted on the web, must be raised by a minimum of 5 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.

* See Appendix D for Course Details such as Cross Listed, Special Topics, etc.

The Schedule (First Draft):

1. Submittal deadlines for all courses, including distance education, will be those established by Academic Scheduling.
2. Academic Scheduling rolls courses from the previous year in PeopleSoft. This process does not roll forward room assignments or room feature requests. Therefore, each quarter academic departments must review their classroom needs prior to submitting their schedule to Academic Scheduling.
3. Academic Scheduling distributes the schedule electronically to the academic departments and center office managers.
4. The academic departments located in Ellensburg must communicate with the University Center staff to determine any planned changes to the schedule. Ellensburg Campus Departments are responsible for reviewing all fields on the draft, and making any necessary changes for all campuses.

5. The department notes any changes on the Excel file using the formatting guidelines provided by Academic Scheduling. In addition to schedule changes, additions, and cancellations, departments must note any faculty Disability requirements, any requested room features, and room assignments for department controlled rooms. Schedule Formatting Guidelines and an Example can be requested from academicscheduling@cwu.edu.
6. Department chairs review the schedule for compliance to General Scheduling Policies and approval of instructor assignments, informing the university centers of any changes.

Approval Process:

 - Department chairs submit the electronic schedule to associate deans for review and final approval.
 - Associate deans forward the schedule to Academic Scheduling with approval. The schedule must be submitted electronically. The department chairs must provide rationale and supporting documentation to the associate deans.
7. Once the Schedule is submitted, Academic Scheduling will input changes in MyCWU and send confirmation emails when we have completed the requested changes (this will not mean that room assignments have been made). We will then pre-assign any mandatory room needs and run the Optimizer to assign general access rooms. At this time Academic Scheduling will not accept any changes to the schedule.

Finalized Schedule:

1. Academic Scheduling will send Departments their finalized schedule electronically to include all changes submitted on the previous schedule, as well as their room assignments. It is possible that not all courses will be assigned a classroom. These courses should consider changing their days or times.
2. The department notes any changes on the Excel file using the formatting guidelines provided by Academic Scheduling. Department Chair and Associate Dean approval needs to be submitted to Academic Scheduling before the posted deadline. **It is highly recommended Department Chairs confirm that their faculty have reviewed the schedule prior to submitting.**
3. Academic Scheduling will make changes and send confirmation emails when they have completed their changes. Departments must minimize cancellations and schedule changes after the finalized schedule is submitted
4. Reserves must be entered on the final schedule; they will not be accepted on the first draft. Please remember to include the reserve code number as well as the description of the reserve for students. More information can be found on Appendix C.

Schedule Changes after GO LIVE

1. Scheduling changes should be kept to a minimum. Requests must be sent electronically on an Excel spreadsheet.
 - a. Schedule changes must be submitted using the following query and saving as an Excel spreadsheet: CWSRD_SCHED_FOR_DEPT_REVIEW_B Class Sched for Dept **Proofing**
 - b. Please see the training document for more information on how to make changes to your spreadsheet. You may contact academicscheduling@cwu.edu with any questions.
 - c. **Queries and Reports** – There are many queries and reports that are available to help facilitate your scheduling needs, please refer to www.cwu.edu/hr/sites/cts.cwu.edu/hr/files/documents/9.0RunningaQuery.pdf .
2. Once the schedule has gone live, courses may no longer be deleted and must be changed to "Cancelled" status.
3. Changes requested after GO LIVE will be assigned only to available academic space. Other programs and non-academic events will not be removed from a space to accommodate changes.

4. **University Center Scheduling Changes:** 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. When a change can be accommodated the department will electronically submit the change to Academic Scheduling.

Schedule Changes after Registration

1. Faculty and departments must not change their class times without prior approval from the department chair, the associate dean and Academic Scheduling (Registrar Services). (This includes shifting the class time by fifteen minutes.)
2. Faculty and departments must not change or trade their assigned class rooms without prior approval from Academic Scheduling or the University Center Administration Office.
3. If a department needs to enroll students beyond the capacity of the assigned room, Academic Scheduling or University Center Administration office should be contacted to ensure availability of a larger space **before** extra students are enrolled.
4. Whenever access to a classroom located above the first floor is being used by a student with a disability, and the classroom becomes inaccessible, Academic Scheduling in cooperation with the Center for Disability Support will make every effort to relocate the class to an accessible room until access to the original room is again available. (504 rehabilitation act of 1973)
5. In the event of an emergency closure of a classroom building, Academic Scheduling will attempt to relocate classes to temporary meeting rooms if so desired.
6. Departments/University Centers are responsible for providing instructors with the necessary paperwork for obtaining classroom keys. Faculty can obtain a keycard approval form or information from their department or the university center administration office. Multimedia classrooms must be locked when not in use. If you are locked out of your office/classroom you must contact Campus Police at 509-963-2959. See Appendix G.
7. When a department makes any of the following changes they must notify the Wildcat Shop Textbook Supervisor, at textbooks@cwu.edu.
 - Adds or cancels a Class
 - Changes of a class Campus/Location
 - Instruction Mode changes to/from in Person (P), Web (WW), or ITV/Distance Ed (IT).

APPROVAL

Course changes require approval from the Chair and Associate Dean. The following requests can be made and **DO NOT** need approvals.

1. Room changes. Space owned by another department needs their approval submitted with the request.
2. Capacity increases more than the minimum requirement of five seats or more.

Instructors

1. In order to be added to the schedule an instructor must be updated in the Instructor/Advisor Table and have the academic department specified in the table. The department secretary should review the Instructor/Advisor Table and if your academic department is not listed you will need to contact the Administrative Assistant to update the table. **See Appendix E**

- Institutional Effectiveness is required by the state to report faculty load accurately. Therefore, all class sections that have students enrolled must have an Instructor submitted to Academic Scheduling prior to the 10th day of instruction (aka: '10th day freeze'). There cannot be any class sections with enrollment without an Instructor of record assigned.

FINAL EXAMS

Final exams for Ellensburg campus and University Center classes will be assigned according to the [Final Exam Schedules](#). Examinations on the Ellensburg campus are established according to class schedules in order to avoid, where possible, conflicts resulting from simultaneous examination periods. Examinations at the university centers are scheduled by the university centers typically at the time the class has been taught. Final exam schedules are posted to the student MyCWU schedules by the 30th day of the quarter.

Centers must abide by MOU constraints and are unable to change days, rooms, and times for finals. The Centers do not observe the Study Day on the Monday of finals week.

The Centers final will be on the first day of the meeting pattern (example: final for a Monday/Wednesday is Monday). Centers hybrid classes that meet only one day a week will have their final on either the day of their class or online.

CENTERS

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.

INSTRUCTION MODES

MyCWU can only accommodate one form of delivery. Courses must be reported according to the following categories:

IT - ITV/Satellite/Tele class (Synchronous): Broadcast or cablecasts live instruction. Departments need to identify which section is the primary (broadcast) section on the Schedule submitted to Academic Scheduling. These courses are often referred to as "DE" or "distance education" courses. Note: If there is more than one mode of instruction (such as 'IT' and 'WP'), this IT category takes precedence and will be assigned. (DE Course Scheduling Procedures – See Appendix A)

Online (WW): Course where most or all of the regularly scheduled contact hours take place online. If the course requires face-to-face meetings (for example, proctored exams) or regularly scheduled synchronous online meetings, these meetings must be identified in the course details notes in MyCWU. (*75% to 100% scheduled contact hours online*). WW courses will have a \$40 web fee added to their class, and assessed to each student enrolled in that class.

Hybrid (WE): Course that blends online and face-to-face delivery. Proportion of the contact hours take place online to deliver content and facilitate interaction, with corresponding reduction in face-to-face meetings. (*1% to 74% scheduled contact hours online*).

Web Presence (WP): Web-based technology is used to supplement what is essentially a face-to-face course. Designation required for any course using the learning management system (Canvas) or other university-sponsored instructional technologies (e.g., streaming audio/video, class capture, student-response, web-conferencing) to deliver content and facilitate interaction. (*0% scheduled contact hours online*).

In Person (P): Traditional course which does not use the learning management system (Canvas) or other university-sponsored instructional technologies (e.g., streaming audio/video, class capture, student-response, web-conferencing). All content delivery and interaction occurs through in-person exchange during face-to-face meetings. (*0% scheduled contact hours online*).

Canvas

Faculty can use Canvas to enhance their traditional courses or provide full online instruction. Training is available through Office of Multimodal Learning. You can access Canvas training information online at <http://www.cwu.edu/online-learning>

Appendices

DE Course Scheduling Procedures – See Appendix A

WEB & WebEx Class Scheduling Procedures – See Appendix B

RESERVING SEATS – See Appendix C

COURSE DETAILS – See Appendix D

Instructor/Advisor Table – See Appendix E

Summer Session Guide – See Appendix F

Academic Course Procedures for Unlock/Lock of Academic Buildings – See Appendix G

Appendix A

DE Course Scheduling Procedures

Listed below are some guidelines that need to be considered in reserving a distance education facility.

1. Submittal deadlines for all courses, including distance education, will be those established by Registrar Services.
2. Distance education courses will be noted as such on the draft schedules. Courses should be submitted in the same manner as listed in the quarterly course scheduling procedures. Departments should communicate with Centers about space availability.

Distance education courses should adhere to the following time blocks with either Monday/Wednesday or Tuesday/Thursday meeting patterns:

- (a) Early Morning – 7:40 a.m. start time with class ending no later than 9:50 a.m.
- (b) Late Morning – 10:00 a.m. start time with class ending no later than 12:10 p.m.
- (c) Early Afternoon - 1:00 p.m. start time with class ending no later than 3:10 p.m.
- (d) Late Afternoon - 3:20 p.m. start time with class ending no later than 5:30 p.m.
- (e) Early Evening - 5:40 p.m. start time with class ending no later than 7:50 p.m.
- (f) Late Evening - 8:00 p.m. start time with class ending no later than 10:10 p.m.

4. Contact MTIS for information on broadcast capabilities for each site, and ensure that a DE room is available at the university center (contact the Center Office Manager) prior to adding or changing a course to DE after the final scheduling draft.
5. First priority of use for distance education facilities, whether on-campus or remote, will be for regularly scheduled academic courses that require use of distance education equipment, and are processed by the Academic Scheduling for publication in the quarterly class schedule. Non-distance education courses may be scheduled into a DE room, but may lose the reservation if a distance education course needs the room.
6. MTIS will coordinate technicians at the broadcast and receiving locations to ensure integrated operations.

Appendix B

WEB Class Scheduling Procedures

1. Web based courses will be indicated by an "A" preceding the section number.
2. The section will be indicated as "Web" campus, location set to "Off-Campus", and instruction mode of WW.
3. When a department changes the instruction mode of a class to "WW" (75% online Web) the department must do the following:
 - Notify the enrolled students they will be assessed the \$40 Web class fee.
 - Notify the Textbook Supervisor at the Wildcat Shop Bookstore of the change, as this will affect the text book inventory and distribution locations.
 - Notify Canvas.

WebEx Class Scheduling Procedures

1. WebEx courses will be indicated by an "U" preceding the section number.
2. The section will be indicated as "Web" campus, location set to "Off-Campus", and instruction mode of IT. A course attribute of "NO FEES" will be placed to block the \$40 online class fee.
3. A date and time will be placed to indicate when the student must login to participate in class.
4. A note must be placed on the U section with the following information:
 - DE using WebEx: 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.
5. If the instructor will be teaching from a DE classroom (with or without students), there needs to be a regular DE/IT section added to the schedule and listed as the primary section for the WebEx course.

Appendix C

RESERVING SEATS

MyCWU has a reserve seat functionality that can be utilized for saving seats for particular sets of students or prioritizing seats for particular student groups. Seats can be reserved 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.

It should be noted there are some guidelines that must be followed when using reserve seats.

1. Reserved seats should be submitted with your FINAL schedule.
2. Unless otherwise noted in the department's request reserves will drop on open enrollment.
3. A note must be placed to students on the section you are reserving explaining the reserve and when it will be released.

Queries are available to monitor your enrollments for reserve student groups. Some examples are listed below.

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.

Appendix D

COURSE DETAILS

Additional course issues are described below.

CROSS LISTED/EQUIVALENT - If a course is listed in the catalog as being cross listed or equivalent to another course, both course titles will be listed in a quarter if either course is requested to be listed by a department. They will be built as combined sections having the same time/room/instructor. In order to remove the course, both must be approved for removal.

SEMINARS/SPECIAL TOPICS/WORKSHOPS - The Curriculum Committee approves course titles for seminars, special topic, and workshop. Generic sections of these courses cannot be added to a quarter's schedule. The specific topic being offered must be listed as active in the catalog before the course is scheduled.

Appendix E

Instructor Advisor Table

Department secretaries should have access to view the Instructor/Advisor Table.

Following is the navigation path to view the Instructor Advisor Table in MyCWU:

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

Before an instructor can be assigned to a class, your department (aka: Academic Org) must be listed in their Instructor Advisor Table, on the Approved Courses tab. Please note when departments change their official organization names their abbreviations do not change in MyCWU. If you have any questions or cannot find your department, please let us know.

Instructor/Advisor Table | **Approved Courses**

Wellington Wildcat 22745641

Instructor Details Find | View All First 1 of 1 Last

Effective Date: 05/17/2012 **Status:** Active

Instructor Type: Assistant Professor **Advisor**

Academic Institution: CWUID Central Washington University

Primary Acad Org: CAH College of Arts and Humanities

Course Description Customize | Find | First 1-2 of 2 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus
1	ARTDEPT					
2	CNED					

Save | Return to Search | Notify | Update/Display | Include History | Correct History

[Instructor/Advisor Table](#) | [Approved Courses](#)

i Approved Courses information filters directly to the schedule of classes. As of this Effective Date, an instructor cannot be scheduled for a class in an Academic Department if not listed here.

If your department is not listed, you must contact your Administrative Assistant to have it added, *before* you send us the request to assign the instructor to your class(es).

Appendix F

Summer Session Class Meeting Guide

Classes should be scheduled uniformly from 7:30 a.m. throughout the day, according to the nine 90-minute block periods below. **ALL CLASSES MUST START according to the scheduling guide, but may finish early if the required minutes are met.** Exceptions include graduate courses, DE courses and CWU Centers.

Block course scheduling may not be offered at the start of periods 2 and 3 (*).

1. 7:30a.m.-9:00a.m.
2. 9:10a.m.-10:40a.m.*
3. 10:50a.m.-12:20p.m.*
4. 12:30p.m.-2:00p.m.
5. 2:10p.m.-3:40p.m.
6. 3:50p.m.-5:20p.m.
7. 5:30p.m.-7:00p.m.
8. 7:10p.m.-8:40p.m.
9. 8:50p.m.-10:20p.m.

Lecture Class Scheduling Guide

The charts below list the minimum minutes required excluding breaks.

6 WEEK SESSION					
	1 unit 500 min	2 units 1000 min	3 units 1500 min	4 units 2000 min	5 units 2500 min
1 day/week	85 min/day	170 min/day	250 min/day	335 min/day	420 min/day
2 days/week	45 min/day	85 min/day	125 min/day	170 min/day	210 min/day
3 days/week	30 min/day	60 min/day	85 min/day	115 min/day	140 min/day
4 days/week	25 min/day	-	65 min/day	85 min/day	105 min/day
5 days/week	-	-	50 min/day	70 min/day	85 min/day

FULL SESSION					
	1 unit 500 min	2 units 1000 min	3 units 1500 min	4 units 2000 min	5 units 2500 min
1 day/week	60 min/day	115 min/day	170 min/day	225 min/day	280 min/day
2 days/week	30 min/day	60 min/day	85 min/day	115 min/day	140 min/day
3 days/week	-	40 min/day	60 min/day	75 min/day	95 min/day
4 days/week	-	30 min/day	-	60 min/day	70 min/day
5 days/week	-	25 min/day	-	-	60 min/day

INTENSIVE SESSION AND WORKSHOPS					
	1 unit 500 min	2 units 1000 min	3 units 1500 min	4 units 2000 min	5 units 2500 min
1 week	500 min	1000 min	1500 min	2000 min	2500 min
2 weeks	250 min	500 min	750 min	1000 min	1250 min
3 weeks	170 min	335 min	500 min	670 min	835 min
4 weeks	125 min	250 min	375 min	500 min	625 min
5 weeks	100 min	200 min	300 min	400 min	500 min
6 weeks	85 min	170min	250 min	335 min	420 min

Intensive courses are regular approved catalog courses that are taught within a smaller time period, and may have a variety of start and end dates that do not match the six-week and nine-week session dates. These classes may start on or after the first day of the summer session, and end no later than the last day of the full session. Intensive courses have the same change of schedule deadlines as the six-week and full sessions. An example of an intensive course: SPAN 151, 152, and 153 are each offered for 3 weeks, one after the other is completed.

Workshops are x91, x97, x98, and x99 courses that have a variety of start and end dates throughout the summer. Students may enroll in these courses up until the first day of classes.

To calculate the minutes needed per day, divide the number listed by the number of days per week that the class will meet.

Appendix G

Academic Course Procedures for Unlock/Lock of Academic Buildings

1. Buildings will be unlocked/locked by the Facilities Management Department (FMD) based on building hours scheduled through Academic Scheduling. Departments are responsible for issuing Key Authorization cards* to each of their Instructors for every classroom they will be teaching in during the quarter regardless of what building they are in.
2. **It is the instructor's responsibility to ensure they have the keys for their classrooms as FMD will not unlock the specific classroom; only the building.**
3. Each Department should communicate their procedure concerning how visiting Instructors or one-time presenters will obtain access to their classrooms.
4. If you are locked out of your office/room you will need to contact Campus Police at (509) 963-2959. Please note that if Campus Police are on a call it could require a longer wait period.
5. Forgotten items (keys, bags, misc. items) please follow the steps below:
 - Ask department secretaries, chairs or coordinators to allow you in
 - Call Campus Police at 963.2959 to unlock room
 - Take your ID to the CWU lock shop to check out a temporary key. They can only check out a key that is listed on your key record.
 - Call FMD at 963.3000 to have someone unlock the room. NOTE: A cost could be incurred from FMD. ID required

Note: Computer Labs are unlocked/locked by a scheduled lab assistant from ITS.

Academic Scheduling - (509) 963-3004

Campus Police - (509) 963-2959

Computer Labs, ITS, (509) 963-2989

Facilities Management Department - (509) 963-3000

*Blank Key Authorization cards can be obtained from the lock shop during normal business hours – (509) 963-2917

Weekend Academic Building Unlocked Doors

BLACK – East and West ADA doors only

BOUILLON – East and West ADA doors only

DEAN – East North and South doors, West North and South Doors

FARRELL – East and West doors

HEBELER – One North door and East ADA door

HOGUE – North door and West double doors

LANG – South Wing courtyard doors and South Wing ADA door.

LIND – North ADA only

MCCO TOWER – West ADA only

MICHAELSEN – East ADA door only

MUSIC – Building monitor unlocks doors.

NICH – ADA door on the southwest side of the building, and the south door next to the weight room.

PHYSICAL ED (Purser) – South ADA one side only

PSYCHOLOGY – North door and east ADA door

RANDALL – East breezeway doors and South ADA door.

SAMUELSON – All main entrances (Electronic access)

SCIENCE I – East and West ADA doors only

SCIENCE II – All main entrances (Electronic access)

SHAW-SMYSER – Northeast doors only

*Weekend door unlock updated and maintained by Custodial Services Manager

***Must process a work order if additional doors need to be unlocked.**

Please contact Student Union Operations at 509-963-1321 for a work order