

Hello Academic Scheduling Community,

I hope this message finds you well. I would like to share with you the academic scheduling instructions for winter 2023.

As with fall 2022, Academic Scheduling will not be rolling winter 2023. Departments will instead build their schedule either from a blank slate, or by pulling a query from winter 2022 and revising that information. Please note the below tips:

- If you choose to pull a winter 2022 query either for reference or revision, use this query: **CWSRD_SCHED_FOR_DEPT_REVIEW_B**
- Columns D (Stat/Class Status) and E (Cn/Class Number) should be blank. (A new Class Number will be generated when we enter a course into PeopleSoft.)
- Remove the following: winter 2022 courses that were offered by arrangement (ARR_ARRANGED under column Y); individual study permits (catalog numbers ending in 96 under column G); Credit by Examination (“X” section numbers under column H)
- Revise winter offerings by removing courses not offered in winter 2023.

Keep in mind:

- Reduce course sections whenever possible – **Please consolidate longer lists of same course offerings by removing sections that lack instructors of record (e.g., research, thesis, practicum, etc.)**
- Remove sections of thesis, research, practicum, field experience, etc. that do not have an instructor of record, to consolidate and clean up longer lists of offerings.
- Strive to offer more morning and evening courses, specifically, between the hours of 7am -9am and 5pm – 8pm.
- Ensure courses begin at the top of the hour.
- Verify class contact hours are met in all modalities.
- Adjust class enrollment capacities to best reflect course demand.
- Review modalities and permissions
- Check schedule to print.
- Update class notes & reserves (add both **reserve code** and note).

Please...

- Confirm that instructors have been approved before adding (check Instructor Table).
- Refrain from hiding columns.
- Be sure to confer with the other department(s) when adding a cross-listed course. Note the cross-listed course in the Academic Scheduling notes column (*add a column AA*), along with the combined total of both/all the cross-listed courses.
- Add department-controlled room(s) or the room characteristic code in the Facility ID column (T), and GA room requests (pedagogical requirements/Disability Support Services) in the Academic Scheduling notes column (*add a column AA*) or add a row below and add your note here. It is

imperative that you add your rooms/requests on this first draft, as Academic Scheduling is compelled to accommodate all *reasonable* requests on this first draft only. We add department-controlled rooms as we build your schedule, then once all the spreadsheets have been processed, we go back and add Disability Support Services requests, computer labs and Distance Ed rooms, then we attempt to accommodate all other requests. We run the room optimizer later, once departments have had a chance to make more revisions.

- Once you've submitted your spreadsheet, please refrain from sending further revisions until Academic Scheduling has had a chance to process all the schedules. It is very confusing to have multiple spreadsheets. Academic Scheduling will send a processed email back to each department, and another email to all departments once we've completed all the spreadsheets. At this point, we will invite you to submit further revisions.

Submit your fully approved schedule to Academic.Scheduling@cwu.edu for processing **no later than September 16, 2022.**

This is a great opportunity for your department to adjust to the enrollment numbers we are expecting next academic year, adhere to [University Scheduling Initiatives](#), and meet our students' scheduling needs by offering a varied schedule.

Please visit the Academic Scheduling website for more useful links, information, and resources <http://www.cwu.edu/registrar/academic-scheduling>. We've attached the Scheduling Guide, a sample query for 1231 that highlights a slightly new process, and the new Academic Scheduling 2023 Deadlines, all of which can also be found on the website.

You may contact Joey Thornton or me with any questions or concerns about the winter 2023 Academic Scheduling Spreadsheet and/or processing. More information on the University Academic Scheduling Initiatives will be shared with you as we progress through the various changes.

Thank you all for your time and efforts. If you have questions, feel free to contact me.

Arturo Torres,
University Registrar