



Office of the Registrar
Walsh Administration Building, 1st Floor
408/554-4331

2007-2008 CLASS SCHEDULING PROCESS

The deadlines for schedule production are based on the student enrollment appointment period. You should receive the first schedule proof two weeks after the initial schedule is due to Office of the Registrar. **Submit changes only during the week after the first proof is received.** At the same time, you can enter your footnotes into PeopleSoft. (See attachment for footnote instructions.) Camera-ready copy will be distributed one week after the first proof. Two days after you have returned the camera-ready copy, the schedule will be sent to the printer. The 2007-2008 academic year schedule is below:

ACTION	Fall 2007	Late Fall 2007	Winter 2008	Spring 2008
Schedule and Tentative Course Offerings are due to Office of the Registrar from each department	Wed., Mar 14	NA	Fri., Sept 21	Tues., Dec 11
Created Schedule of Classes with room assignments provided to departments by Office of the Registrar for first proof	Wed., March 28	Mon., July 30	Tues., Oct 2	Fri., Jan 4
Department changes due back to Office of the Registrar	Mon., Apr 2	Fri., Aug 3	Fri., Oct 5	Wed., Jan 9
Office of the Registrar provides updated camera-ready copy of Schedule of Classes to departments for final review	Thurs., Apr 5	Thurs., Aug 9	Tues., Oct 9	Fri., Jan 11
Final department "critical" changes due back to Office of the Registrar	Mon., April 9	Mon., Aug 13	Thurs., Oct 11	Tues., Jan 15
Schedule of Classes is submitted to printers	Thurs., April 12	Thurs., Aug 16	Fri., Oct 12	Fri., Jan 18
Deadline to submit Course Description edits			TBD	TBD
Printer delivers Schedule of Classes to Campus	Wed., April 25	Thurs., Aug 30	Wed., Oct 24	Tues., Jan 29
Academic Advising (Registration Holds need to be removed by Administrative Assistants after student has been advised)	M-F Apr 30 – May 11			
Registration Period	M-F May 14-25	Transfer W-Th Sept 12-13	M-F Nov 5-16	Tu-F Feb 19-29

For detailed Class Scheduling information, log-on to the Office of the Registrar's Resources Information Page: <http://www.scu.edu/studentrecords/Resources/Resources.cfm>

• **Course Scheduling Contacts at the Office of the Registrar**

- Send your course schedules to **Adora Hoose** (ahoose@scu.edu).
- Send tentative schedules to **Sheli Whiting** (swhiting@scu.edu).
- Send room change requests to **Paolo Posadas** (JPosadas@scu.edu), and carbon copy Adora Hoose (ahoose@scu.edu).
- **After** the initial proof of the Schedule of Classes, send your course changes or additions to Adora Hoose (ahoose@scu.edu). Please send any requests via e-mail so that we have documentation of them, and can respond back to you when action has been completed.

- **Schedule Template**

For the most accurate and efficient Schedule of Classes, utilize the schedule template provided by the Office of the Registrar, and follow the guidelines listed below.

- **Do not change any formatting.** If you want to format something differently for your own use, save a copy with a new name and use the second copy for your needs.

- **Enter time as 12-hour time, no leading zeros** (9, not 09) with AM or PM, example "2:30 PM". This is important as it is easier for us to look for back-to-back classes for the same instructor, as well as day/time distribution.

- **Enter days of the week as they are in the schedule;** one letter for each day (except Sa for Saturday and Su for Sunday), no commas or spaces. A Monday, Wednesday, Friday class is MWF. A Tuesday, Thursday class is TR (note 'R', **not** 'Th', is the abbreviation for Thursday). Thursday class is TR (note 'R', **not** 'Th', is the abbreviation for Thursday).

- **Note special room needs in the Room Request column.** If the professor needs moveable seating, state "moveable seating", do not just list the classroom. You can say "moveable seating, prefers O'Connor 204" if there is a strong preference for a particular room. If there is a need for special equipment, it goes here also: "needs a data/video projector". Personal consideration can also be made here; for example, for a professor with chalk allergies you can say, "Needs a room with whiteboards". Lastly, all classrooms are for general use, departments are not entitled to a particular space. Please refer to "Classroom Scheduling Guidelines" on the Office of the Registrar's resources page link: <http://www.scu.edu/studentrecords/Resources/Resources.cfm>

- **Final Exams column**

If a class offering "*might or will have*" a final exam, enter "YES," otherwise, enter "NO."

- **Capacities**

- **Final cap** is the number of students who can be enrolled, regardless of approvals, reservations, consent, etc. In other words, on the first day of class, how many students could be officially enrolled for the class?
- **Reserve for department** is the number you want to hold back from the general student population. For example, some departments like to have a couple of seats in case their majors can't get the class.
- **Reserve for transfers** is the number you want to reserve specifically for transfer students, as opposed to new freshmen.
- **Reserve for freshmen** is how many are being reserved for new freshmen. Do not include RLC seats. We will get those numbers from the RLC directors.

- **Course title, units, and component default from PeopleSoft.** When you originally created a course you submitted the catalog form to the Office of the Registrar, and designated the course title, units, and component defaults. Therefore, the course settings you have already defined in PeopleSoft populate these fields when the Schedule of Classes is created. This is regardless of the information that you list on your quarterly schedule. If you want different information listed in those areas, you will need to submit a new catalog form so that PeopleSoft fields can be changed. For quicker results, submit new catalog forms to Adora Hoose (ahoose@scu.edu) prior to the date the schedules are due to the Office of the Registrar.

- **Course Descriptions:**

- Course descriptions are no longer printed in the Schedule of Classes, instead students have access to review them in e-campus, courseavail, and the undergraduate bulletin.

- Course Descriptions will be pulled directly from Peoplesoft.
- **After the Schedule of classes is created**, we will email an excel file listing all course descriptions for you to edit. Within the excel document, highlight in red all changes and submit to swhiting@scu.edu and ahoose@scu.edu. Because the course descriptions do not affect the printed schedule, the deadline to submit these will be after the “submit to printers” deadline date.
- **DO NOT insert units, lab fees or “satisfies/fulfills core requirement” statements in the course descriptions.**
- Please proof carefully, especially technical terms, which we might not know and are probably not in Word's spell check.

• **Tentative schedules:**

- For the Fall Schedule, submit Winter and Spring Tentative Course Offerings in the Word template emailed to you. Type department name, and insert class catalog number and title in the appropriate column. If the course title is long, please abbreviate.
- For the Late Fall and Winter Schedules, do not submit Tentative Offerings. Instead, the Tentative Course Offering document that was printed in the Fall schedule will be emailed to you for proofing. Please submit changes in red into the original template sent for the Fall schedule.
- There is no Tentative Course Offerings Printed in the Spring Schedule.