ACADEMIC ROOM SCHEDULING

A HANDBOOK FOR PULLMAN CAMPUS DEPARTMENTAL SCHEDULERS

WSU Office of the Registrar

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Updates posted to registrar.schedule.wsu.edu

Academic Room Scheduling Handbook

Pullman

Academic Scheduling Handbook

Pullman Campus

Overview

The academic schedule drives the assignment of classrooms and the schedule of classes. Every department has one or more academic schedulers. It is the responsibility of these schedulers to enter their courses accurately and in a timely manner.

The Pullman Registrar's Office is responsible for assigning General University Classrooms for Fall and Spring terms and maintaining the Schedule of Classes. Summer Session is responsible is responsible for assigning General University Classrooms and maintaining the Schedule of Classes for Summer term.

The primary tool for building the schedule is Maintain Schedule of Classes in myWSU. Editing access to this page is limited to individuals who have received Schedule Builder training.

Resources

This handbook is just one of several resources. Additional resources include the Washington State University Catalog and the academic scheduling website registrar.schedule.wsu.edu.

Abbreviations/Definitions

Blended Section – A course section offered simultaneously on a primary campus and Global Campus.

Combined Section – A conjoint, crosslisted, blended, or videoconference section.

Conjoined Course – A course offered at both the 400/500 level.

Crosslisted Course – A course taught under more than one prefix (e.g. MUS/CES 271)

GUC – General University Classroom

Proofing
- o **Initial Proofing** – Span of time (typically 3-4 weeks) allotted for departments to review the preliminary schedule, approve courses, assign departmental rooms, request specific GUCs, etc. At the close of Initial Proofing, GUCs are assigned. Course sections that are not approved prior to the close of Initial Proofing will not receive a room assignment until Final Proofing begins.
- o **Final Proofing** – Span of time (typically 2-4 weeks) following room assignments for departments to request room and schedule changes.

Roll Term – Copying the previous year's term to create the new term. For example, Fall 2018 is copied to create Fall 2019.

RONet SOC – Schedule of classes housed on the Registrar's website.

Schedule Builder – the application in myWSU used to create the schedule of classes.

SOC – Schedule of Classes

Videoconference Section – A course section offered simultaneously on more than one campus or site using videoconference technology.

Proofing Timelines: (approximate)

Initial Proofing

      Spring Term: April/ May

      Fall Term: November/December

Final Proofing

   Spring Term: August/September

      Fall Term: January/February

Access and Training

To obtain access to Schedule Builder, the following is required.

1. View the UPKs (training modules – see below) for role SR 42. This takes approximately 1 hour to complete.

   a. Access the training modules on the Registrar's website at registrar.wsu.edu.

   b. Click on the UPK - Student Records link at the bottom left.
   c. Note: You may be prompted to install Adobe Flash Player.

Click on Schedule Builder and review the SR 42 UPKs.
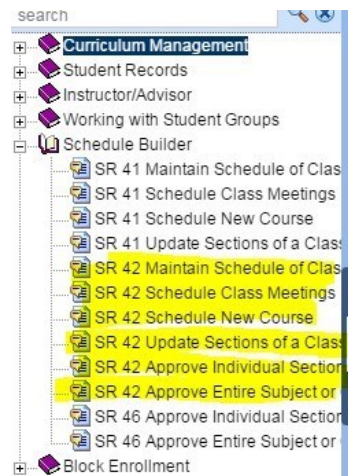
2. Sign up for Schedule Builder training through Human Resource Services Instructor Led Training.

3. Request Schedule Builder access by emailing access.sis@wsu.edu. Specify one of the roles listed below (most schedulers are SR 42).

Choose a Role(s):

Role Number	Role Name	Description	Notes
SR 07	WSU CS SR CM 07 Catalog View	Gives view-only access to Catalog detail information	Provides access using Acad Org security
SR 08	WSU CS SR CM 08 Schedule View	Gives view-only access to Class Schedule detail information	Provides access using Acad Org security. Not needed when SR 41, SR 42 or SR 46 given
SR 41	WSU CS SR 41 Dept Coll Proofer	Allows maintenance of class schedule information	Needed when approval performed by someone else. Provides access using Acad Org security
SR 42	WSU CS SR 42 Academic Scheduler	Combines maintenance of class schedule and approval of class sections ready for campus scheduler review	Needed when maintenance and approval performed by same person. Provides access using Acad Org security
SR 46	WSU CS SR 46 Dept Coll Approver	Allows approval of class sections ready for campus scheduler review	Needed when maintenance performed by someone else. Provides access using Acad Org security

Provide Subjects/Academic Orgs needed:

College/Dept Name	Name of departments or college for which person is responsible for Schedule of Classes information
Subjects (College or Org)	List of Subjects (or entire college or Acad Org if known) for which person is responsible for Schedule of Classes information

Provide Campus needed for maintenance:

Campus	List Campus(es) for which person will be entering and maintaining Class Schedule information. Note: Once role is assigned scheduler can *view* all campuses - but editing of sections is limited by access.

Academic Room Scheduling Guidelines

A. Pre-assignment of Rooms

Due to the limited number of large GUCs (100+ capacity), meeting rooms for courses with a room capacity of 100 or more in the previous year are preassigned prior to the opening of initial proofing. *If the class section is not approved during initial proofing or if a request is made to change the day and/or time, or the room capacity to less than 100, the room will be forfeited.*

B. Standard Meeting Patterns/Scheduling Ratio

a. Schedule 60% of sections within a prefix on the M,W,F sequence and the remaining 40% on the Tu,Th sequence.

b. Schedule all undergraduate sections so that sections/students are distributed throughout the day. Times between **9:00 am - 4:00 pm** are the most requested times; there are more room options outside of those times.

c. The standard scheduling periods are listed below. Schedule all undergraduate courses and any graduate course requesting a GUC utilizing the standard scheduling periods.

d. Courses with meeting times that are greater than or less than the time allotted by the standard schedule must start or end on a standard meeting time

e. Only the Vice Provost for Undergraduate Education can authorize exceptions to standard meeting patterns.

MWF (60%)	T/TH (40%)
8:10 – 9 a.m.	7:45 – 9 a.m.
9:10 – 10 a.m.	9:10 – 10:25 a.m.
10:10 – 11 a.m.	10:35 – 11:50 a.m.
11:10 – 12 p.m.	1:25 – 2:40 p.m.
12:10 – 1 p.m.	2:50 – 4:05 p.m.
1:10 – 2 p.m.	4:15 – 5:30 p.m.
2:10 – 3 p.m.	5:40 – 6:55 p.m.
3:10 – 4 p.m.	
4:10 – 5 p.m.	
5:10 – 6 p.m.	

C. Credit hours

    a. Each course has designated contact time to meet credit hours.

    b. WSU uses a 50-minute hour when calculating contact time.

    c. A separate section is required for any course with both a lecture/non lecture component. Non lecture components may be 2, 3, or 4 contact hours/credit

        i. A course with a ratio of 3(1-3) requires a minimum of 4 contact hours.

        ii. A course with a ratio of 3(1-2) requires a minimum of 3 contact hours.

        iii. A course with a ratio of 3(1-4) requires a minimum of 5 contact hours.

D. Room Assignments

    a. Select GUC TBS in the Facility ID field to request a GUC.

    b. Enter requests for specific rooms or buildings in the notes/request field.

    c. Assignment of GUCs is based on requested room capacity, room characteristics and building preferences.

    d. A section may be required to move to a different room if the room is needed for a section with larger enrollment or to satisfy a reasonable accommodation request.

    e. A section may not be assigned a room during initial proofing if demand exceeds capacity. The department may be asked to change the date/time.

E. Crosslisted Courses

    a. The department that has primary authority for the course (the parent department) has the authority to determine whether a crosslisted course will be offered in any given term.

    b. Except when a campus does not offer a subject (as in the case of Vancouver not offering AFS courses), schedule all subjects in the crosslisting.

    c. Schedule crosslisted courses at the same time and in the same room since they are functioning as the same course. The campus scheduler combines the courses in myWSU.

    d. A minimum enrollment of one is required.

F. Conjoint Courses

    a. Unless a campus does not offer graduate-level courses, schedule both the 400- and 500-level sections of a conjoint course.

    b. Schedule conjoint courses scheduled at the same time and in the same room since they are functioning as the same course. The campus scheduler combines the courses in myWSU.

    c. A minimum enrollment of one is required.

G. <u>Blended Sections</u>

    a. In most instances, a section has already been added to the Pullman schedule. To activate, approve the section.

    b. Location code is 040 (Distance Degree Program).

    c. Instruction mode is 30 (Web based instruction)

    d. Online learning type is 10 (Complete online Learning)

    e. Note – Virtual is added to class attribute

    f. Meeting time and Facility is arranged

    g. URL and note added to SOC Notes tab.

H. <u>Videoconference Sections</u>

    a. Schedule sections at the same time across all campuses

    b. Instruction mode

        i. P (Face to face) - when location and origination site class attribute are the same

        ii. 040 (Interactive Video Instruction) if location and origination site class attribute are not the same.

    c. Add room characteristic 82 (Videoconference Pullman)

    d. Enter Facility ID as AMS_PUL

I. <u>Final Exams</u>

    a. Note room requests for final exams in the notes/request field on the exam tab.

    b. If there will be no final exam, please indicate in the notes/request field on the exam tab.

Schedule Builder Procedures

A. Basic Data Tab

1. **Class Section:** start with 01; edit additional sections/labs by using the forward arrow or add additional sections/labs by adding a new row ("+"); use 01L, 02L, etc. for labs.
2. **Start/End Date:** default is term dates (change when session changes or section meets for other than standard 15 weeks).
3. **Component:** default is Lecture (change only when adding lab section).
4. **Associated class:** default is 1 (lectures each have individual association numbers; labs match lecture numbers or can use **9999** if students can enroll in any lab).
5. **Location:** default is Pullman (change for Distance Degree, Extension sites, etc.).
6. **Instruction Mode:**
   - ➢ Face-to-face (default) = P
   - ➢ Videoconference
     - ▪ videoconference originating site and location site match = P
     - ▪ videoconference originating site and location are different = 40 (interactive video instruction); *needs matching class attribute (below)*
     - ▪
   - ➢ Online = 30 (web-based instruction); *needs matching class attributes (below)*

Class Attributes		Personalize | Find | View All | 🔲 | 📇	First ◀ 1 of 1 ▶ Last		
*Course Attribute	Description	*Course Attribute Value	Description		
OLT 🔍	Online Learning Type ①	99 🔍	Unknown ②	➕ ➖

Save | Return to Search | Previous in List | Next in List | Notify

Basic Data | Meetings | Enrollment Control | Reserve Cap | SOC Notes | Exam | Comments | GL Interface

7. Class Attributes (1) and Attribute Value (2): Many class attributes are derived from the catalog course information. A few are added by departmental schedulers.

➤ Complete Online courses: use NOTE for class attribute and VIRTUAL for attribute value and ONLINE LEARNING TYPE for attribute and COMPLETE ONLINE LEARNING (10) for attribute value. *Instruction mode (above) needs to match*

➤ For videoconference courses: use VC for class attribute and choose origination site for attribute value; *instruction mode (above) needs to match*

➤ Hybrid courses enter NOTE for class attribute and HYBRID for attribute value and Online Learning Type for attribute and Hybrid Online Learning (20) for attribute value.

➤ No online learning: Use Online Learning Type for Course Attribute and No Online Learning (99) for attribute Value

B. Meetings Tab

Notes/Request

- Used for communication about the Section to the Campus Scheduler. Examples of requests:
  - Preferences for room/building assignment
  - Identify static credits on a variable credit course
  - Changes to section after section approval
  - Cancel section
- Please note:
  - ***Please include date of request and initials on all requests***
  - This field is specific to the section.
  - If there are multiple meetings within a section, please specify which meeting time the request references
  - Do not start your notes/request with an asterisk or other symbol as this prevents the request from being visible to the campus scheduler.
  - It is not necessary to indicate a course section has been approved in the notes/request box.

Additional Meetings

- Generally used when an exception has been granted by the Provost's Office for a course to split a standard meeting time into 2 or more times.
  - Ex: CHEM 101 uses additional meeting times for their labs because it has a lab and a tutorial.

Facility ID

Identifies the Building and Room where the section meets. Do not enter Facility ID until Meeting Pattern and Start Time have been entered. Once the Facility ID has been entered the starting time field is unavailable.

- When the term rolls (ex: Fall 2018 to Fall 2019, Spring 2018 to Spring 2019), the facilities do not roll.
- Sections with a room capacity of 100+ have their facility manually assigned before Initial Proofing begins.
  - Preassigned facilities will be changed to GUC_TBS if the room capacity is dropped below 100 or if the meeting time changes.
- This field is only available to update when the section is in unapproved status. After a section has been approved, submit requests to change the facility ID in the notes/request field.
- Facility ID may be left blank if there is no scheduled meeting time (e.g independent study sections).
- Enter one of the following options into the Facility ID field before approving the section.
  - Dept. Room - (specific room that you have access to schedule – click on the magnifying glass to view)
  - GUC_TBS – Request General University Classroom
  - ARR_ARR – Meeting by arrangement – no room needed.
    AMS_PUL – Request videoconference room
- Facility ID cannot be accessed from this page if section is combined (see combined sections)
- If the Facility ID field is left blank, the section will be unapproved, a comment will be added in the Comments Tab and an email will be sent to the Departmental Coordinator.
- Departments have access to Departmental Rooms that are within their Academic Organization.
  - If the Departmental Room doesn't appear in the list (click the magnifying glass), submit a request in the Notes/Request field.
- Class Facility Usage can be accessed by right clicking the red triangle (top right of the Facility ID field box). This allows you to view the course currently scheduled in a specific Facility.

Meeting Pattern/Start and End times

- Click on the magnifying glass under pattern to select a meeting pattern. If the meeting pattern needed is not displayed on the search list, please send a request to schedule@wsu.edu. Identifying the meeting pattern that needs to be added.
- Enter a meeting start time, the end time will automatically populate.
- These fields are available to update when the Section is Unapproved and in Active or Tentative Status.
  - After the Section is approved, the meeting time cannot be updated. Submit change requests in the notes/request field.

Start/End Date fields

- These fields are available to update when the Section is Unapproved and in Active or Tentative Status.
- They need to match the Start/End Date fields on the Basic Data tab.
- These are typically changed when a section is being taught for a partial semester and there isn't a session available to choose from.
  - Please note that even if the dates are changed the deadlines (i.e. Drop, Withdrawal) for the Section still follow the full semester deadline dates unless the session is changed.

Free Format Topic field

- The field to type a Topics Title on <u>sections that are designated as Topics sections</u>.
  - Only courses with the Course Attribute Value of Topics listed on the Basic Data tab are designated as Topics Sections.
- This field is limited to 30 characters including spaces.
- This information prints on the transcript when the Print Topic On Transcript box is checked.
- This information also appears on the RONet Schedule of Classes and Class Search.
- This field is available to update when the Section is Unapproved and in Active or Tentative Status.
  - After the Section is approved this cannot be updated. Submit change requests in the Notes/Request field.

Combined Sections

- Combined Sections are Sections that are typically crosslisted, conjoint and/or taught in the same room at the same time.
- ***All changes on the Meetings Tab for Combined Sections must be entered in Schedule Class Meetings.*** Main Menu>Curriculum Management>Schedule of Classes>Schedule Class Meetings
- When Sections need to be combined, please submit a request in the Notes/Request field.
- To view which Sections are combined click on the Combined Section link.

Instructor Information

- This area can be updated at any time.
- Campus Scheduler does not need to be notified and approval is not required.
- Institutional Research uses the instructor information from the first meeting times (if there are multiple meeting times)
- Blue Evaluations uses the instructor information from all meeting times
- ID field
  - Click on the magnifying glass to select the Instructor.
  - If the Instructor is not in the list, he/she will need to be added to the Instructor/Advisor Table.
- Instructor Role field
  - Choose from one of the following: (information on blackboard access available instructor assignments)
    - Adm Sup - Administrative Support
    - Prim Instr - Primary Instructor
    - Sec Instr - Secondary Instructor
    - TA - Teaching Assistant
  - There can only be one Instructor designated as a Primary Instructor on Group Taught Sections.
  - Load factor must equal 100%
  - Individually Taught Sections can have multiple Primary Instructors listed each at 100% load.
- Print box
  - When the Print box is checked the Instructor will appear on the RONet Schedule of Classes and Class Search.
- Access field
  - Determines whether the Instructor has gradebook access in myWSU and Blackboard.
    - Blank - No gradebook access.
    - Approve - Gradebook access.
    - We don't use the Grade or Post options.

Room Characteristics

- These help determine the specific room needs for the class section.
- Please refer to the General University Classroom (GUC) List for more detailed information about each of the Room Characteristics.

C. Enrollment Control Tab

1. **Class Status:** Access limited to campus schedulers. Pullman courses are rolled as active. However, the status is changed to tentative if the course is not approved prior to the close of initial proofing.
2. **Add Consent:** default is "no consent" (change to "Dept Cnsnt" if enrollment is limited to those with department permission). Students will not be able to self-enroll if dept cnsnt is selected.
3. **Requested Room Capacity:** Default capacity is 30. Enter requested classroom size. _For combined sections, request the number of seats for the individual section._ Campus scheduler will combine to assign the appropriately sized room.
4. **Enrollment Capacity:** Default capacity is 30. Enter enrollment capacity for the class (cannot exceed room capacity).
   Note: for combined sections, if space has already been assigned, the enrollment capacities of all the sections combined cannot exceed the room capacity of the assigned space.
5. **Wait List Capacity:** enter WL capacity (recommend to use default **999** for best WL data).

D. Reserve Cap Tab

Reserve Capacity is used to save seats for certain student populations. All departments have the ability to set aside seats for seniors or juniors/seniors.

1. **Requirement Group:** The prefix applies only to class standing, not to student's major. The seat is reserved for any student who will have senior status at the completion of the current term. Some departments have major specific reserve capacities. These must be requested through the Registrar's Office.
2. **Start Date:** Select the date you would like to begin holding seats. Typically this is prior to registration.
3. **Cap Enrl** – Enter the number of seats you are reserving for this group.
4. **Start Date** – Enter the date to stop reserving seats and open any remaining seats.
5. **Enrollment Total:** Indicates how many of the reserved seats have been utilized.
6. **Reserve Capacity Sequence:** To add an additional requirement group, use the + sign to add a row.

E. SOC Notes Tab

Departments may add information to be published on the Schedule of Classes on the SOC Notes tab.

- **Sequence Number (1)**
  - Sequence Number 1 is used only for online URLs.
  - Be sure the Sequence Number is 2 (change from 1 if needed) for note to appear on RONet schedule. *Do not use quotation marks in this field, as it will prevent the RONet schedule from updating.*
- **Free Format Text:** (2)enter important course information not found elsewhere (i.e., meets in computer lab some dates, online course with face-to-face meeting, etc.). This text will appear on the schedule of classes.

F. Exam Tab

The Exam Tab displays information regarding the Final Exam. **Campus scheduler assigns classrooms approximately one month prior to finals.**

- There are Regular Exams and Block Final Exams.
- Exam Time Code
    - Refers to the Final Exam Schedule posted on the Registrar website
- Exam Date
- Exam Start time
- Exam End time
- Class Exam Type
- Facility ID

Examples

3-Credit Regular Final Exam

- Exam Time Code - F12TH3 is broken down as follows:
    - F - Friday, May 6th
    - 12 - 12:00 - 1:15 p.m. (Time)
    - TH - TU,TH (Days)
    - 3 - 3 Credits

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	SOC Notes	Exam	Comments	GL Interface

Course ID:	100047	Course Offering Nbr:	2
Academic Institution:	Washington State University		
Term:	2016 Spring Semester	Undergrad	
Subject Area:	ACCTG	Accounting	
Catalog Nbr:	231	Intro to Managerial Accounting	

Class Sections — Find | View All — First ◄ 1 of 3 ► Last

Session:	1		Regular Academic Session	Class Nbr:	5152
Class Section:	01	Component:	Lecture	Event ID:	000061685
Associated Class:	1	Units:	3.00		
Exam Seat Spacing:	1	Final Exam:	Yes		

Class Exam — Personalize | Find | 🔃 | 📇 — First ◄ 1 of 1 ► Last

Exam Time Code	Combined Exam	*Exam Date	Exam Start	Exam End	*Class Exam Type	Facility ID	Building	Room	
F12TH3 🔍	☐	05/06/2016	8:00AM	10:00AM	Final	TODD_276 🔍 0055	0276		➕ ➖

🖫 Save 🔍 Return to Search 📄 Previous in List 📄 Next in List 📧 Notify

4-Credit Block Final Exam

- Exam Time Code - H7BLK4 is broken down as follows:
    - H - Thursday, May 5th
    - 7 - 7:00 - 10:00 p.m. (Time)
    - BLK - Block Final Exam designator
    - 4 - 4 Credits

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	SOC Notes	Exam	Comments	GL Interface

Course ID:	102543		Course Offering Nbr:	1
Academic Institution:	Washington State University			
Term:	2016 Spring Semester		Undergrad	
Subject Area:	MATH		Mathematics	
Catalog Nbr:	171		Calculus I	

Class Sections   Find | View All   First ◀ 1 of 12 ▶ Last

Session:	1		Regular Academic Session	Class Nbr:	2399
Class Section:	01	Component:	Lecture	Event ID:	000048759
Associated Class:	1	Units:	4.00		
Exam Seat Spacing:	1	Final Exam:	Yes		

Class Exam   Personalize | Find | 🔀 | 🔢   First ◀ 1 of 1 ▶ Last

Exam Time Code	Combined Exam	*Exam Date	Exam Start	Exam End	*Class Exam Type	Facility ID	Building	Room	.	.
H7BLK4 🔍	☐	05/05/2016	7:00PM	10:00PM	Final	ARR_ARR 🔍 ARR	ARR	ARR	➕	➖

💾 Save	🔍 Return to Search	📄 Previous in List	📄 Next in List	✉ Notify

G. Comments Tab

 The Comments Tab provides a history of the requests submitted by Department Schedulers in the Notes/Request field on the Meetings Tab.

- Comments tab is "view only" for departmental schedulers
- Requests submitted in the notes request field are moved to the comments tab once the campus scheduler has reviewed and/or taken action.
- If further action is required or additional information is needed, the comments tab is updated by the campus scheduler and an email is sent to the department scheduler.

- The comments box can be enlarged by clicking on the 　　 in the bottom right corner.

Exams

Instructors may request additional classroom space to give an exam during the regularly scheduled class meeting time.

Instructors wishing to schedule examinations outside of normal class periods have two options: common examinations (Rule 80) and out-of-class examinations (Rule 81). Both of these options must yield priority to officially scheduled class meetings, including lectures, labs, and studios. For example, if a common examination is scheduled during a student's lab time in another course, the instructor must accommodate the student by offering alternate examination times.

Submit all exam requests through 25Live. www.25Live.collegenet.com/wsu

Common Exams – Academic Regulation 80

- Common examinations are an option for courses having an enrollment of at least two percent of the total student body or undergraduate courses with multiple lecture sections.
- Common Exams must **include all sections** of a given course
- Up to four common examinations may be scheduled outside the official class meeting time each semester. Common examination periods may only be scheduled at the following time blocks:
  - Monday and Friday: 7:00 to 8:00 a.m.; 5:00 to 7:00 p.m.; and 7:00 to 9:00 p.m.
  - Tuesday, Wednesday, and Thursday: 7:00 to 8:00 a.m.; 6:00 to 8:00 p.m.; and 8:00 to 10:00 p.m.
- One class period shall be omitted to compensate for each common examination given. A class period lost to Labor Day, Veterans Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day holiday(s), and/or any other class day omitted from the academic calendar may be counted toward this compensation for a common examination.
- For prioritized scheduling, proposed common examination dates and times must be submitted to the Registrar's Office no later than April 1 for fall semesters and no later than October 1 for spring semesters. Common examination times will be confirmed no later than the Friday before priority registration for the future semester. Later requests for common examination dates will be accommodated through the first week of the semester, on a space-available basis.
- In cases where an alternate time may be needed to accommodate conflicts, instructors may contact the Registrar's Office for additional scheduling.

Out-of-Class Examinations – Academic Regulation 81

Instructors wishing to schedule examinations outside of normal class periods for a course that does not meet the criterion of common examinations (see rule 80) may request out-of-class examinations. Officially scheduled class meetings, including lectures, labs, and studios, and common exams have priority over out-of-class examinations.

- Departments may schedule up to four out-of-class examinations at a fixed time for undergraduate (100-400-level) courses. Out-of-class examination periods may <u>only</u> be scheduled at the following time blocks:
  - o Monday and Friday: 7:00 to 8:00 a.m.; 5:00 to 7:00 p.m.; and 7:00 to 9:00 p.m.
  - o Tuesday, Wednesday, and Thursday: 7:00 to 8:00 a.m.; 6:00 to 8:00 p.m.; and 8:00 to 10:00 p.m.
- One class period shall be omitted to compensate for each out-of-class examination given. A class period lost to Labor Day, Veterans Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day holiday(s), and/or any other class day omitted from the academic calendar may be counted toward this compensation.
- Instructors wishing to schedule out-of-class examinations may submit the request the first week of the term.
- The scheduling priority is common examination times followed by out-of-class examination on a space-available basis. Except as noted for common examinations as per Rule 80, Rule 81 applies to any out-of-class examination scheduled at a fixed start and end time, including online examinations.
- In cases where an alternate time may be needed to accommodate conflicts, instructors may contact the Registrar's Office for additional scheduling.

Frequently Asked Questions

Why isn't my course showing on Maintain Schedule of Classes?
Prior to initial proofing, courses are copied from the same term, the previous year. That is - Fall 2018 is copied to Fall 2019. If a course was not taught during Fall 2018, that course will need to be added through Schedule New Course - *Main Menu>Schedule of classes> Schedule new course.*

Why aren't the Instructors showing on the list of available Instructors?
- The instructor must be in the instructor/advisor table
- The subject must be listed for this instructor
- If the subject is crosslisted – subjects for all the crosslistings must be listed for the instructor
- The effective date on the instructor advisor table must be on or before the first day of classes.

Why are the meeting pattern and instructor areas greyed out in Maintain Schedule of Classes?
Meeting patterns and instructors for combined sections must be added through Schedule Class Meetings - *Main Menu>Schedule of Classes>Schedule Class Meetings.*

Why isn't my course showing on the Schedule of Classes?
Sections will appear on the Schedule of Classes once they are Approved and in Active Status.

Once the department has approved the course and entered a facility ID, the campus scheduler must review and approve it. This takes a minimum of one business day – but may take several days based on the number of sections the campus scheduler must review.

Why aren't the changes I submitted in myWSU showing on the RONet Schedule of Classes?
Changes can take up to 90 minutes to appear on the RONet Schedule of Classes. Make sure the course is in Active Status.

How do I cancel a section?
- Change the Enrollment Limit and Waitlist Capacity fields to zero.
- Include a note in the Notes/Request field that the section is being cancelled.

Where can I see the availability of a GUC?

- *Main Menu>Curriculum Management>Facility and Event Information>Class Facility Usage*
- *http://registrar.schedule.wsu.edu/general-university-classroom-guc-list-for-academic-course-scheduling/*
- *https://25live.collegenet.com/wsu*

Where can I see which courses still need to be approved?

Main Menu>OBIEE Reporting>Dashboards>Schedule Builder>Unapproved Course Report

Why can't I view OBIEE reports?

The pop-up blocker must be disabled for the OBIEE reports to be viewable.