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From: Freuden, Jill Nielsen
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To: schedulers_dept@lists.wsu.edu
Subject: Newsletter 10/9/19

Hello Everyone,

Spring 2020: Allow up to one week to see your requests in Schedule of Classes

Scheduling for spring is proceeding well. The volume of requests is still high; please allow time for those changes to be made. After SOC was posted, time dedicated to Spring courses is reduced and our primary focus moves to Fall Exam scheduling. If you have changes that you would like implemented before Priority Registration opens on 11/5, please allow adequate time. We will continue to accept changes to Spring 2020 through 10th Day.

Please request specific rooms for courses that were not given classrooms. If you are having difficulties finding a room, try these steps:

- **Use the Room Search Event instructions that we created to help you find a room in 25Live.** If you want help doing this, please email me. We are very happy to come to your office and spend 30 minutes showing you how to create the initial Room Search Event and show you how to use this tool to quickly find rooms. If you have already set it up and are running into challenges, email me. We can do a Zoom Meeting and share your screen to quickly diagnose the issue.
- **10am-3pm are peak times and space is extremely limited.** If you can't find a room, consider moving the time of the course.
- **Look at the size of the class and consider reducing the size of room that you need.** You can check enrollment in previous semesters to see if you might be able to open up your options by reducing the class size.
- **If you have a Department space that would be an appropriate classroom but is not currently listed in myWSU or 25Live,** request the room and we will reach out to FacOps to have the room evaluated for viability and maximum capacity.

Fall 2019: Most changes are not accepted after 9/30/19

Though Fall is closed to most changes, we will run reports to look for added Session courses once a week. If you have moved classrooms, please report this in Maintain Schedule of Classes so that we can keep 25Live up to date.

- **Rule 80 Exam Scheduling has begun.** If you have not submitted your requests via 25Live, please do that now.
- **Final Exam room assignments will begin next week.** It is very helpful to know if you are NOT planning to have a final for a course. Please report that in Maintain Schedule of Classes in the Exam Notes/Requests.

25Live Pro is here! Last Open Lab is Friday

We have one more Open Lab for 25Live Pro questions scheduled on Friday, October 11 at 11:10am. We do not have a presentation planned; we will simply be there if you want help or have questions. This is a great time to let us help you set up your Room Search Event. If you are having any problems using 25Live Pro, please let us know. A reminder that we added links to our Academic/Event Scheduling Homepage at: <https://registrar.schedule.wsu.edu/>. Links to 25Live on other campuses are now also listed.

- **25Live cannot handle overlapping classes in the same space.** If you are a department that schedules two courses in the same space at the same time, or overlaps courses and trades the spaces at will, then one of the courses will be kicked out of 25Live and the space will look available to Event Schedulers. If you have a space that could be split into smaller spaces, let us know and we can approach FacOps about reassessing the space.

Instruction Mode

We will soon see one more change to Instruction Mode in Maintain Schedule of Classes. We recently received approval to add SO for Some Online. This designation will be used for courses that are 1-75% Web-based. Watch our website for more information.

Regards, Jill '87

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