

Freuden, Jill Nielsen

From: schedulers_dept-bounces@lists.wsu.edu on behalf of Freuden, Jill Nielsen <jill.freuden@wsu.edu>
Sent: Tuesday, October 29, 2019 5:09 PM
To: schedulers_dept@lists.wsu.edu
Subject: [Schedulers_dept] Newsletter 6b: October 29, 2019
Attachments: ATT00001.txt

Hello Schedulers,

RONet Schedule of Classes (SOC) update

You may have noticed that SOC does not display rooms with more than 4 digits in the room number. Thanks to our great IT folks, this has been fixed and SOC will now display all rooms. You might also note that the full name of instructors is now visible on the first page. This update is one of many updates based on input from the Academic Advisory Committee. Thank you to these hard working schedulers meet monthly to improve our jobs.

Finals for Fall 2019

Melissa has notified all departments of final exam conflicts. Thank you to the many departments who have responded to her emails and notified us of cancelled finals. If you would like to cancel a final or make a room change request, please put the request in **Maintain Schedule of Classes > Exam > Notes/Requests**. 25Live has final exams posted, so you can use it to find alternative rooms. Create a new event for a single day and enter the correct time/date to search for available locations. You can save it as an Exam Search or just exit out and create a new event next time. If you want help doing this, contact me.

Fall 2020 has rolled!

Several departments have opted out of rolling instructors and we look forward to hearing feedback on this. Initial Proofing will open in early November.

Instruction Mode Update

We have updated the Instruction Mode for all courses Fall 2019, Spring 2020, and Fall 2020 (3 campuses have rolled at this time). As a reminder, we have eliminated the Class Attribute: OLT and updated the Instruction Mode to the current standard. You now have the new code: **SO: SOME ONLINE .01-74.99% web-based** in addition to the recently added **HY: HYBRID 75% or more web-based**. Please spot check your courses as you work with them in Maintain Schedule of Classes.

Meeting Time Update for Fall 2020

We experienced a challenge with Video Conference courses and our current standard meeting times this fall. A MTWH course meeting 11:10-12:00pm was using the same room as a TH course meeting 12:00-1:15pm. Without a buffer time between the two courses, there was a challenge changing Zoom Meetings, and the courses were disrupted. In an effort to reduce this in the future, the decision was made to update the Tuesday/Thursday standard meeting time by 5 minutes for courses starting at 12:00pm or later. The chart below shows how the change impacts Tuesday and Thursday meeting times. Crimson Service Desk has created a script to update these times automatically for us. As each campus rolls, we will schedule the update.

Standard Scheduling Period Update

MWF	TH <i>thru Spring 20</i>	TH <i>New! Fall 2020</i>
8:10-9am	7:45-9am	<u>7:45-9am</u>
9:10-10am	9:10-10:25am	<u>9:10-10:25am</u>
10:10-11am	10:35-11:50am	<u>10:35-11:50am</u>
11:10-12pm	12-1:15pm →	12:05-1:20pm
12:10-1pm		
1:10-2pm	1:25-2:40pm →	1:30-2:45pm
2:10-3pm	2:50-4:05pm →	2:55-4:10pm
3:10-4pm	4:15-5:30pm →	4:20-5:35pm
4:10-5pm	5:40-6:55pm →	5:45-7pm

Happy Scheduling and Happy Halloween!

Regards, Jill '87

Jill Freuden | Assistant Registrar | Scheduling, Residency, and Technology

Washington State University | Office of the Registrar
French Administration 346 | POBox 641035 | Pullman, WA 99164-1035
509.335.2522 office | Jill.freuden@wsu.edu
residency.wsu.edu | residency@wsu.edu | registrar.schedule.wsu.edu

This communication may contain privileged, non-public or other confidential information. If you have received it in error, please advise the sender by reply email and immediately delete the message and any attachments without copying or disclosing the contents. Thank you