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Hi Schedulers,

This is an early newsletter this week. Next week is Thanksgiving Break and our office will be partially staffed. We will update all changes to Spring 2020 that are received by noon on Friday, 11/22/19 no later than Monday, 11/25/19. Changes made after Friday at noon will not be updated until sometime during the week of December 2. We hope that everyone has a relaxing and enjoyable holiday!

Welcome New Schedulers!

The Schedule Builder training classes have been well attended this November and we have several new department schedulers on the Pullman & Vancouver campuses. We have two classes scheduled in December. You can find more information on our home page at: <https://registrar.schedule.wsu.edu/>

Courses not staying APPROVED

Sometimes department schedulers have attempted to APPROVE a section, but the course was UNAPPROVED the next time they looked at it. Here are a few tips from Melissa on preventing this:

- Use Maintain Schedule of Classes ONLY to Approve classes. If you approve them in Schedule New Class, your approval will not be saved.
- If you're adding a new section in Maintain Schedule of Classes, SAVE it before you Approve it. If you check Approve before saving the course, it does not always save the Approval.
- Click SAVE frequently. Do not make more than two entries before selecting SAVE.
- If you've done everything correctly, reach out to us or open a ticket with Crimson Service Desk. We would like to know about it.

Fall 2020 Initial Proofing ends Sunday, 12/8/19

Fall 2020 courses start out as ACTIVE & UNAPPROVED during Final Proofing. They stay ACTIVE as long as you check APPROVE. You can control whether the class shows up using Enrollment Capacity. If it's 0, then it will not show up in Schedule of Classes. Only courses in large rooms have been pre-assigned in 25Live for Fall 2020. If you do not approve those sections during Initial Proofing, you will lose the room assignment. Do put in room preferences during Initial Proofing; you'll see why that's important below. You have the best opportunity to get the classrooms you want when courses are approved now.

During the proofing blackout period, Melissa:

- Feeds the Classroom Optimizer application the room preferences that you put in the Notes/Requests field during Initial Proofing.
- Changes all Unapproved sections to Tentative so that the Optimizer does not try to give them a room. We don't change them back to Active unless you Approve the course at a later time.
- Runs the Optimizer in early January to assign rooms based on preferences. The Optimizer is not smart enough to remember the rooms you have used in the past; it uses the preferences and tries the best it can. If you've ever used this type of software, you know that the choices made do not always make sense to humans.

- Cleans up the mess the Optimizer made and tries to find rooms for all classes. This is not always possible, especially during peak periods, such as Tuesday/Thursday 9-3pm.
- Opens Final Proofing when she feels that she's done the best that she can to clean things up. We are shooting for January 27 but will open it sooner if we are ready.

Spring 2020 Updates

We are still receiving quite a few Spring 2020 updates. Ideally, the majority of updates to courses should occur during the proofing windows when our resources are dedicated to that semester. A reminder that updates requested after the proofing windows can take up to a week to process. If you cancel a section, please change the Enrollment Capacity to 0, otherwise students can still enroll while you're waiting for the course to be updated.

Congratulations Melissa! 20 Years!

Melissa's 20 Year Anniversary was in October. We are so lucky to have her as our Campus Scheduler. Your dedication to the team and willingness to go above and beyond for all these years is impressive! Congratulations to everyone out there who has reached a milestone anniversary in 2019. You're amazing and WSU is very lucky to have you.

Regards, Jill '87

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