

## Freuden, Jill Nielsen

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**From:** schedulers\_dept-bounces@lists.wsu.edu on behalf of Freuden, Jill Nielsen <jill.freuden@wsu.edu>  
**Sent:** Friday, December 6, 2019 12:35 PM  
**To:** schedulers\_dept@lists.wsu.edu  
**Subject:** [Schedulers\_dept] Newsletter 9  
**Attachments:** ATT00001.txt

Hello Everyone,

### Fall 2020

- **Initial Proofing Fall 2020 ends on Sunday, December 8, 2019.** If you were pre-scheduled a room (classes over 100 Room Capacity), make sure to Approve the sections before Sunday to avoid losing the room. It is always acceptable to request more than one room or request by building. Sections approved before Sunday are automatically Activated. Please check the Comments section to see your room requests. Melissa cuts them out of Notes/Requests and moves them there.
- **What does Melissa do between Initial Proofing and Final Proofing?** She updates your preferences into the Optimizer application. She has saved all your room preferences that you left in Notes/Requests. Next, she runs Optimizer and attempts to find rooms for all classes. This is not always possible and she works to find rooms for as many courses as possible during the blackout period. Those who requested specific spaces will have first priority to those spaces, though that does not mean that you were able to get the room you asked for.
- **Final Proofing Opens February 3, 2020.** At that time, you can see which rooms are available in 25Live. Courses approved after initial proofing are activated by the Campus Scheduler and do not automatically activate.
- **Final Proofing Ends February 23, 2020.** Requests submitted during Final Proofing will be activated by March 2 when Schedule of Classes opens.
- **Schedule of Classes Opens March 2, 2020.** Requests submitted after Final Proofing take up to a week to update and may not be Activated before SOC opens. We highly recommend that you add your courses during Proofing to avoid delays.

### Spring 2020

- **Notes requests take up to a week to go live.** Please note that you can update your own instructors.
- **Room Capacity Requests:** If you want us to update Enrollment Capacity while we're changing Room Capacity, just ask. We can easily do both while there, but otherwise will not touch Enrollment Capacity to allow you control over enrollment.
- **Changes will not be accepted after the 10<sup>th</sup> day of classes.**

### Fall 2019

- **Changes were not accepted after 30<sup>th</sup> day of classes.**
- **Finals.** We are still accepting requests for room changes via Maintain Schedule of Classes >Exam > Notes/Requests. Thank you to everyone who continues to notify us that they are not giving a final. We have already posted the Spring 2020 Finals Schedule, however we hope be able to eliminate Friday evening Finals starting Fall 2020 and very possibly will be able to reduce or eliminate finals on Friday afternoons. Please continue to notify us if you are not having a final.

### Schedule Builder Class 2019

**The last SB Class has been moved to Wednesday, December 11 from 10am-noon in LIGHTY 401.** We are creating a laptop lab. Please let us know if you are attending and don't need to register through HRS. Department Schedulers are always welcome. You can bring your own laptop, though we have as many as we need if we know to bring them. We are not planning Schedule Builder Classes in January as Workday is using our normal lab space in ITB.

*Regards, Jill '87*

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

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**Scheduling: Initial Proofing closes: December 8, 2019.** Updates to Spring 2020 take up to one week to process.  
**Residency: Spring 2020 deadline: February 11, 2020.** Find out if you're eligible with our [Residency Surveys](#). For more information, [see our homepage](#).

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. **The Registrar's Office will be closed from 12/23/19-1/1/20 in observance of WSU's Holiday Reduced Operations Schedule. We will return to work on Thursday, January 2, 2020.**