

Freuden, Jill Nielsen

From: Freuden, Jill Nielsen
Sent: Wednesday, August 14, 2019 5:33 PM
To:

Subject: Newsletter 1 (previously "Scheduling Updates 1")

Hello Department Schedulers and Friends,

These next few months will be filled with exciting new changes and updates. We will be sending out regular emails to help keep you up to date. Please take a moment to read them when they arrive; I'll try to keep them short.

25Live Pro is coming this fall. Our application for Event scheduling will be updating at some point during October/November.

- **All Schools on 25Live Pro:** November 5, 2019
- **WSU move to 25Live Pro:** TBD, possibly in October

- **Open Lab Training:** TBD, September
- Once we move to Pro you will **not** have access to the classic version of the application. Please experiment Pro now so that you can switch back to Classic in a pinch while you're getting used to the new version.
- **The 25Live Pro link is:** <https://25Live.CollegeNET.com/pro/ws/>
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Reserve Capacity. There were some questions today about when the dates in Reserve Capacity take effect. To clarify: Reserve Capacity dates take effect on midnight of the date chosen. For example, if you select 8/14/19 as your date to remove a Reserve Capacity, students will start moving off of the Waitlist at 12:01 am on 8/14/19. There is some mis-information about when these dates take effect.

Policy Changes. The Registrar's Office recently reorganized Assistant Registrar's duties to better balance workloads and provide better support for the schedulers, Melissa & Sheree. We all recognize what a tremendous asset they both are to WSU and how much work they have been doing to keep classes and events scheduled. You may not realize that their workload is immense and very stressful. Our ongoing goal is to streamline procedures and reduce redundancies. For example, this summer, we stopped emailing you regarding comments that we put into Maintain Schedule of Classes, a process that more than doubled Melissa's time on course updates. We are looking for ways to help you utilize the power of OBIEE reporting and 25Live searches to reduce the need for daily/weekly updates to our website. Watch for more in future emails.

Thanks for all your support of the schedulers. We look forward to Fall 2019!

Regards, Jill '87

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