

Hi Everyone,

Spring 2020 Final Proofing is open!

- **Final Proofing closes Sunday, September 22.** We will run our report at 8am 9/23/19.
- Spring 2020 **Schedule of Classes (SOC) goes live Tuesday, October 1.**
- Approved courses and/or Requests submitted 9/23-10/1 will be processed starting October 2.
- **Changes to Spring 2020 will be accepted through 10th Day, Friday, January 4, 2020.**

Important Info:

- **CLEV 30 is available!** This Video Conference Room seats 254.
- **Review Melissa's Comments BEFORE making a new request.** Use an OBIEE Report to check them all at once or open each section in Maintain Schedule of Classes/Comments tab. New comments will over-ride any previous request.
- **The GUC Available Room report will no longer be generated for our website.** There is an EASIER way to search for available classrooms using 25Live Pro. I've attached a pdf with instructions. You can also find them here:
<https://registrar.schedule.wsu.edu/media/761552/25l-pro-room-search-instructions.pdf>
- **We are no longer sending emails** about the comments we leave in Maintain Schedule of Classes. See instructions below on how to check your Comments using OBIEE reports.
- **We will process new requests** in the order received. Dated & initialed requests are processed first.
- **25Live goes Pro on Monday, October 7, 2019.** Until that date, you can use it now at this URL:
<https://25live.collegenet.com/pro/wsu>
- **Stay current by checking our webpage regularly.** We have added announcements and other nifty news. You can find it here: <https://registrar.schedule.wsu.edu>

Get Started – Run a few reports in OBIEE WSU Schedule Builder Dashboard:

- **Schedule Builder Comments.** View Campus Scheduler Comments for all courses. Export the report as Excel or CSV to sort or filter it.
 - “Completed by...”: The listed request was granted.
 - “Assigned...”: The listed room was assigned.
 - “Noted by...”: This listed comment has been noted, but was not granted. Melissa could not find a room.
- **APPROVED Course Report.** Check for approved courses filtered by subject and/or campus.
- **UNAPPROVED Course Report.** Check for unapproved courses filtered by subject and/or campus. This report shows courses that have not been approved.
 - *Note: There may be several lines for each course. Consider exporting to Excel and using Remove Duplicates (Subject, Catalog Number, Section) if this is overwhelming.*
- **New Condensed Schedule Builder Data.** Overview of all APPROVED and UNAPPROVED courses filtered by subject, session, or campus.
- **Schedule Builder Notes/Requests.** View Notes/Requests for all courses. Use to see your requests.

Other Things to Do

- **Approve new Sections.** No need to leave a Notes/Request. We run an OBIEE Report looking for Approved sections that are Tentative or Cancelled.

- **Submit requests to Approved sections** in Maintain Schedule of Classes/Meetings tab using the Notes/Requests field.
 - Dated & Initialed requests are processed first.
 - Certain requests do not need assistance from the Campus Scheduler. Department Schedulers can make changes to these fields at any time.
 - Instructor changes
 - Changes to Department Consent/No Consent
 - Enrollment Capacity changes up to the set Room Capacity
- **Add an Internal Note to a course.** The Internal Notes field is for your Department use. What do you want to remember about this course for future semesters?
- **Increase Room Capacity to the maximum room size.** This allows you to increase Enrollment Capacity at will.
- **Find a room for your course.** If the section does not have a room assignment, you can switch the course to a department room, look for an available room using 25Live, or find a course willing to switch rooms with you. Both courses must request the trade.
- **Cancel a section.** Change Enrollment Capacity and Waitlist Capacity to 0 (zero) and write a Notes/Request to cancel the course. If you wish to save it for future use, indicate that in the note.
- **Crosslisted/Conjoint (Combined) Sections.** Use Schedule Class Meetings to make Meetings tab changes to these courses. Use the link in the “Related Content” dropdown.