

Freuden, Jill Nielsen

From: Freuden, Jill Nielsen
Sent: Thursday, August 22, 2019 6:02 PM
To: Wing, Melissa L
Subject: Scheduling Newsletter 2

Hello Department Schedulers,

As you're updating your courses in Maintain Schedule of Classes, here are a few tips:

- **Date & Initial your Notes Requests:** This helps us with troubleshooting later and if we are really behind, we'll use the date so that we update the oldest requests first.

Notes/Request 100 characters remain

- **Associated Class should match Section (except LABs, etc.):** Once students are enrolled we can not change this. This really matters with variable credit sections where different sections of the same class have different credits. MyWSU defaults to 1, so you need to check it when you add a section.

*Session
*Class Section
*Component
*Class Type
*Associated Class

- **Cancel forever or save for next year?:** If you ask us to cancel a class/section, we will cancel it forever. If you want the class to roll next year (Fall 19 rolls to Fall 20, Spring 19 rolls to Spring 20), then ask us to "save it for next year" in the notes.

Notes/Request 100 characters remain

- **Stop students from enrolling in cancelled classes:** Zero out Enrollment Capacity & Wait List Capacity while you

Requested Room Capacity	<input type="text" value="208"/>	Total
Enrollment Capacity	<input type="text" value="0"/>	173
Wait List Capacity	<input type="text" value="0"/>	12

wait for the class to be cancelled.

you cancel a class after they are enrolled.

You will need to notify students if

- **You control Enrollment Capacity** so consider asking us to max out the Requested Room Capacity so that you don't have to ask us if you want to add more students. This doesn't work as well for Combined Classes and this number DOES ROLL, so it's a number you may want to adjust later to help finding a room next year.

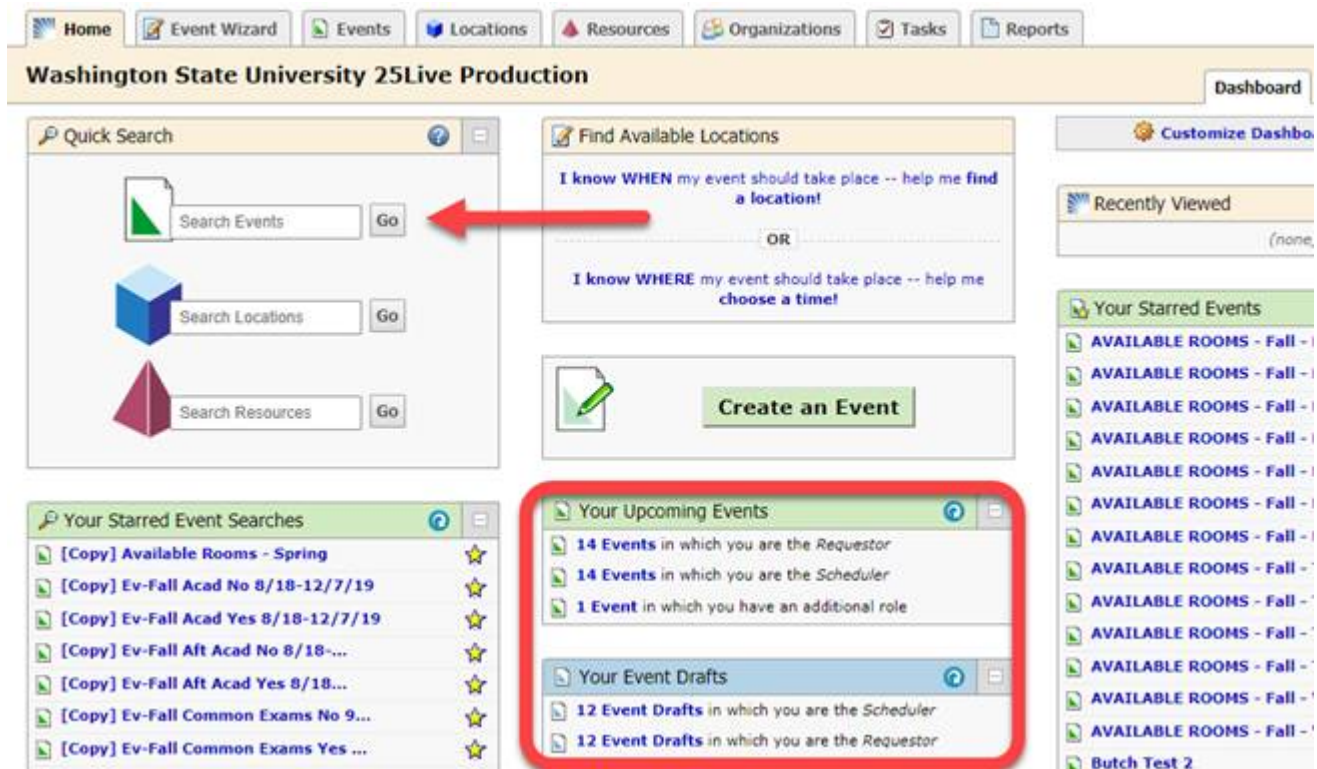
25Live Pro is coming. Please start using it now instead of the classic environment. Once we switch to Pro, we will not have access to the old environment and it is nice to be able to use the classic environment if you're in a hurry and can't find something in Pro. We will offer Open Labs in September on using 25Live Pro. You can find it here:

<https://25live.collegenet.com/pro/wsua>

RONet updates every 90 minutes. myWSU is a live environment.

We are turning OFF 25Live auto-emails. You will no longer receive emails when you submit an event in 25Live starting 9/3/19. Please do NOT email us to see if we received your room request. You can find your events in 25Live by searching

by the title or on the Dashboard. Here's a screenshot that shows where to do this on the Dashboard. You can see your own events.



Happy Fall! Don't hesitate to contact us if you would like one-on-one training or help solving a problem. We are checking myWSU daily through 10th Day. After 10th Day we will update courses twice per week and post GUC rooms on Fridays. Final Proofing opens September 3.

Regards, Jill '87

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