From:	Freuden, Jill Nielsen
Sent:	Friday, November 15, 2019 11:15 AM
To:	schedulers_dept@lists.wsu.edu
Subject:	Newsletter 7

Hello Schedulers!

Finals Fall 2019

It's not too late to request a different room for your Finals. You can request this in Maintain Schedule of Classes in the Exam tab Notes/Requests. Please continue to notify us if you are not planning a final. We are continuing to compile this information. If the course never has a final, you can include that or email us and we'll update the course to show that.

RONet Schedule of Classes update

The Registrar's Office fields many questions from students regarding registration for classes. In response to some of those questions, we have updated the SOC to now show SLN (Schedule Line Number). A separate email was sent out to department contacts and advisors regarding this. If you'd like a copy of that email, email me and I'll forward it to you.

Fall 2020 Dates

- Initial Proofing Closes: 12/8/19. Courses APPROVED during Initial Proofing are automatically ACTIVE.
- Proofing Blackout: 12/9/19-1/26/20
- Final Proofing Opens: 1/27/20. Courses APPROVED during Final Proofing must wait for the Campus Scheduler to assign a room before being ACTIVATED.

Proofing Notes Spring 2203 and Fall 2207

- **HYBRID (HY) Courses:** Please use the Instruction Mode HY for courses that are 75% or more Online. Use SOME ONLINE (SO) for courses that are .01%-74.99% online. Do not add an OLT Class Attribute to any section.
- **Cancelling a class:** Cancel classes by putting a request in Notes/Requests in Maintain Schedule of Classes**. It is VERY IMPORTANT to also change Enrollment Capacity to 0**. Otherwise, students can enroll in the class and will still see it in Schedule of Classes. If Enrollment Capacity is 0, the course does not appear. This is something that you can check when you don't see a class that should be there. We will completely cancel the section forever unless you request us to change it to Tentative or save it for next year. If students are enrolled, you need to notify them before you add the Notes/Request. The process of Cancelling the class will remove all enrolled students. If you forget to print a class roster, you can find the previous list using older dates in **Enrollment Request Search**.
- **ARR_ARR:** I confess that I find this a little hard to remember; maybe you do as well.
    - Use ARR_ARR when there is a meeting time/day but you don't need a room assigned
    - Leave Facility ID blank if there is not meeting time/day
- **Fall 2020 classes have new times on Tuesday/Thursday afternoons.** When you set up new sections, please make sure to use the new meeting times. I'm including a screenshot from our website in case you want to print this and hang it by your computer. PLEASE NOTE: When the times were updated we have noticed a few issues. **Please check end times and double check sections with multiple meeting times.**

Standard Scheduling Period Update

MWF	TH *thru Spring 20*	TH *New! Fall 2020*
8:10-9am	7:45-9am	7:45-9am
9:10-10am	9:10-10:25am	9:10-10:25am
10:10-11am	10:35-11:50am	10:35-11:50am
11:10-12pm	12-1:15pm ➡	12:05-1:20pm
12:10-1pm		
1:10-2pm	1:25-2:40pm ➡	1:30-2:45pm
2:10-3pm	2:50-4:05pm ➡	2:55-4:10pm
3:10-4pm	4:15-5:30pm ➡	4:20-5:35pm
4:10-5pm	5:40-6:55pm ➡	5:45-7pm

myWSU Schedule Builder Classes

Please read our page regarding Access and Training before you sign up for class. You will need Schedule Builder access to attend the class; this is a hands on class and you will set up shortcuts and a room search event in 25Live during the course. Sign up to attend via hrs. Instructions for doing this are on the page. https://registrar.schedule.wsu.edu/schedule-builder/access-and-training/. We have two classes in December in ITB 2071. If you are in Pullman, please attend in person. Zoom is available for other campuses.

- 12/4/19 1-3pm
- 12/10/19 10am-1pm

Holiday Hours: Pullman Academic & Event Schedulers

- **Thanksgiving Break:** Partially staffed Monday-Wednesday. Requests may take longer to process.
- **Winter Break:** The Registrar's Office is CLOSED 12/23/19 – 1/1/20 and partially staffed through 1/3/20. Spring 2203 requests will not be processed during Winter Break.

We are happy to help!

If you need training, have a question, or just want to bounce an idea around, don't hesitate to call us. We are happy to hear from you and love to visit you in your office to see how you are working.

Regards, Jill '87

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