SCHEDULING REFRESHER

Course reminders
Room scheduling
START enrollments
Student reminders
Our websites
Contact us!

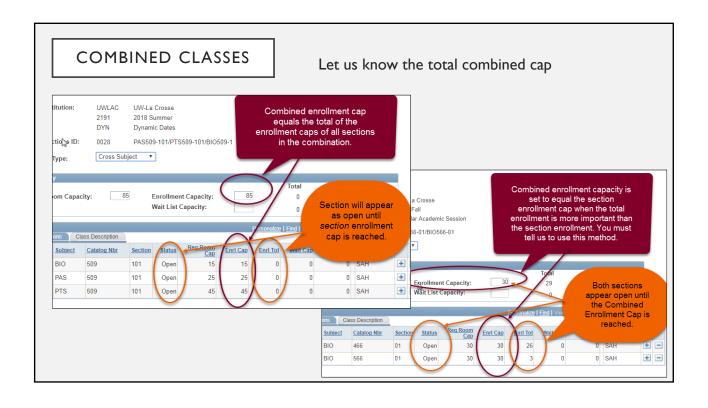
January 2019 Stephanie Speer & Janelle Nelson

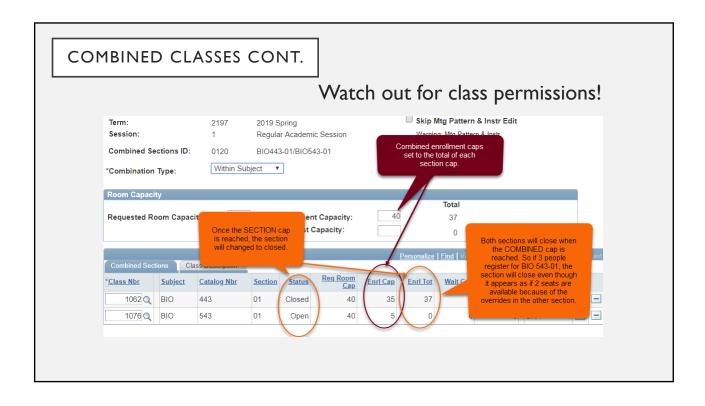
COURSE REMINDERS

- Requesting new sections?
 - what semester (fall, spring, summer, winter)
 - online, in person (F2F) or hybrid (blended)
 - credit amount for variable credit courses
- Check notes (special course fees)
- Combined classes cannot have waitlists
- SPREAD OUT CLASS SCHEDULE

COURSE REMINDERS CONT.

- Writing Emphasis Courses
 - Must have a WE certified instructor
 - You need to let us know WE sections each term
- Final Exams scheduled in WINGS
 - Beginning Fall 2019
 - Fall class dates end Wed. Dec. 11
 - Final exam week Fri. Dec. 13 Wed. Dec. 18



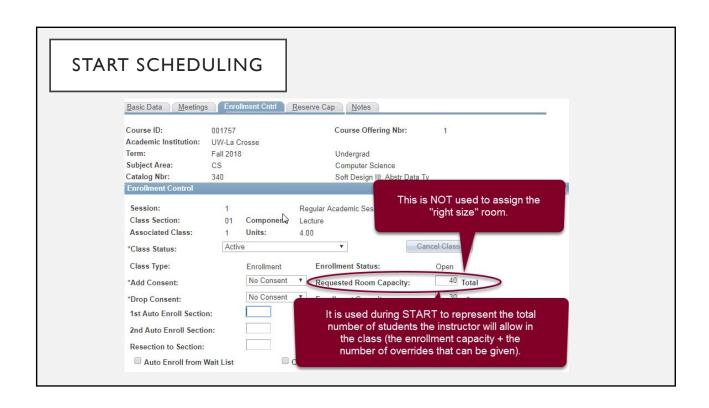


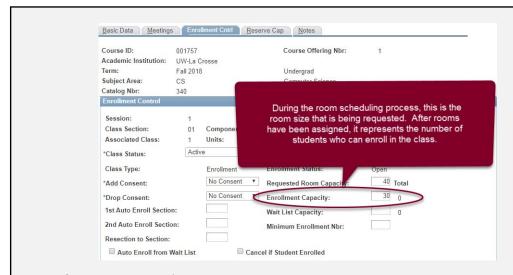
ROOM SCHEDULING REMINDERS

- Submit computer lab requests through form (both academic and other)
 - Individual days
 - Semester long have rules (used each semester)
 - Scheduling as individual events- email of Event Summary with pdf attachment
- Update schedule with dept. lab rooms in WINGS

GENERAL ACCESS ROOMS

- Remaining general access rooms scheduled with Ad Astra
 - Sections with enrollment cap of **0** will NOT be assigned a room
- Depts. will be notified to double check assigned rooms
- ADA's are first contact for instructor's room changes
- Depts. will be notified when enrollment caps can be adjusted to control enrollment and save seats for START





After rooms assigned - have max capacity in requested room cap & enrollment cap **After rooms assigned** - adjust enrollment capacity so you can control enrollment

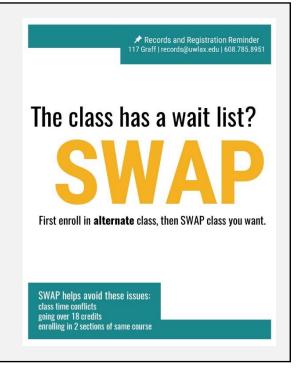
Remember not to adjust the enrollment caps so that saved seats for START are used!

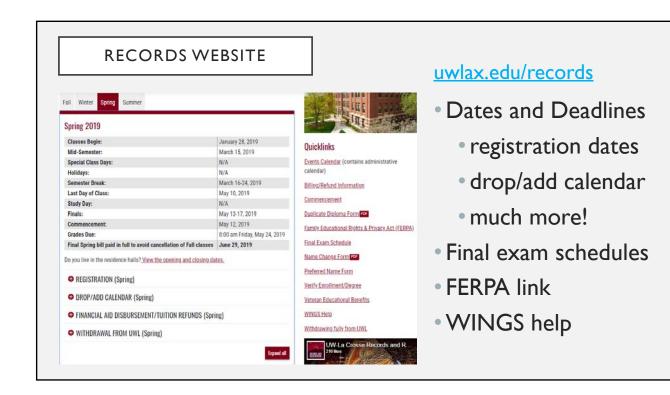
REGISTRATION, CLASS PERMISSIONS AND START

- Fall registration appointments begin April 15
- Class permissions should expire on or before May 27
- All undergrad registration for fall is locked beginning May 28
- Remember: Do not give class permission if it will use a seat saved for START!

STUDENT REMINDERS

- Electronic permissions- still need to register
 - classes will still appear closed
 - Records can check if they tried or who registered them, not who gave permission
- Receive one email about permissions
- Receive emails about wait list
 - Successful enrollment or error
- Encourage students to SWAP





ACADEMIC SCHEDULING WEBSITE

www.uwlax.edu/records/faculty-staff-resources/academic-scheduling/

With Links to:

- ITS Classroom Directory to see the layout, technology, and capacity of a room
- New- check room availability by viewing the <u>calendar</u>
 - Sign in using your UWL username and password
 - Select "building" link in the left column, under Calendar Scheduling Grids
 - Change the date at the top left and view by day or by week

CIM

Course Inventory Management

- CIM drives course scheduling:
 - credits, typically offered, combined/slash, lecture/lab/clinical, etc
- Schedule how it is set up
- Final exam scheduling
- Please update if changes are constantly made
 - examples: missing components, removing prerequisites

UPCOMING

Summer

- Dept. deadline Jan 11th
- Timetables live Jan 18th
- Registration April 1st

Fall

- Available to edit Jan 22nd
- Dept. deadline Feb 15th
- Timetables live March 1st
- Registration April 8th

THANK YOU FOR ALL YOUR WORK!

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discussion/questions