Instructions to Departments to initiate Class Schedule Building process for Fall 2015 & Spring 2016.

Space Management instructions distributed to Departments to begin Facilities scheduling for class sections for Fall 2015 & Spring 2016. Facilities are to be assigned within CMS (Meeting Tab) according to distributed College Room Region reports and corresponding Space Management instructions.

Deadline to complete Fall 2015 & Spring 2016 schedule building and Facility ID assignments (Lecture and Non-Lecture Facility ID’s) within CMS for review by Academic Affairs, Student Affairs and Space Management. Facility ID assignments include: all Lecture facilities, Labs, Outdoor, WebOnline, OffCampus, Napa Hall, TBAARR, etc.

Deadline to submit Fall 2015 and Spring 2016 priority Facility requests for Collaborative Lecture Facility DLN 1010 (55 seats), to Space Management. Email requests to Deneilia Pappas at dpappas@csus.edu.

Deadline for college lecture room priority allocations (regions). All 80+ capacity Lecture Facilities will be governed by the 70% maximum enrollment compared to room capacity requirement. If class enrollment cap does not meet the 70% requirement rule, the class section may be reassigned to an alternative Facility assignment.

After December 19, 2014, courses with meeting component of DIS, LEC, SEM or TUT without Facility ID assignments in CMS will be centrally assigned a Lecture Facility by Space Management via Astra Schedule Optimizer. Lecture Facilities centrally assigned include facilities not allocated to Colleges or Departments for priority scheduling, such as DLN 1004 (214 seats) and MRP 1000 (144 seats).

Prior to assigning large Lecture Facilities for all Colleges centrally; Space Management will provide scheduling priority for one Lecture Facility at 100+ seats and one at 60+ seats to the College of Engineering and Computer Science, College of Education and Aerospace Studies as they do not have a large lecture room allocations. NOTE: Only courses scheduled within the Approved Standard Meeting Pattern and that meet the 70% maximum enrollment compared to room capacity requirement rule will be considered for priority scheduling.

NOTE: Classes intentionally offered without a Facility ID (CMS Facility ID left blank) cannot have a corresponding day and/or time meeting pattern. If a day/time needs to be designated for classes not meeting in a Facility (and these classes are not utilizing WebOnline or OffCampus), enter TBAARR for the CMS Facility ID.

NOTE: Tentative sections cannot have a Lecture Facility ID assigned – TBAARR must be entered for all Tentative sections. If a Facility ID is assigned for a Tentative section, the Facility ID will be dropped and replaced with TBAARR at any time during the class schedule audit period.
Schedule Building access closed within CMS

Departments do not have access to create/edit the Fall 2015 and Spring 2016 Schedule of Classes.

Facility assignment access closed within Astra Schedule

Departments do not have access to assign facilities for any active term (Spring 2015, Fall 2015, Summer 2015, & Spring 2016). Departments shall contact Space Management for facility assignment requests for Winter 2015, Spring 2015 & Summer 2015 during the Fall 2015 & Spring 2016 Class Schedule audit period.

On behalf of Academic Affairs, Student Affairs and Space Management will initiate the Class Schedule audit process. The audit process will focus on ensuring that Schedule Building and Facility assignment policies are being followed prior to online publication of the Class Schedule on the Campus Portal.

All courses with meeting component of DIS, LEC, SEM or TUT without Facility ID assignments will be centrally assigned a Lecture Facility by Space Management through the Astra Schedule Optimizer.

Schedule Building access is reinstated within CMS for Fall 2015 and Spring 2016.

Department facility assignment access is reinstated within Astra Schedule for Spring 2015, Fall 2015 & Spring 2016.

ALL FACILITY CHANGES MUST BE MADE IN ASTRA SCHEDULE

Facility changes shall not be made in CMS due to conflicts with Special Events and Campus Energy Usage plans for designated facilities. If a scheduling conflict generated through CMS is identified after the schedule building deadline, Space Management will drop the facility assignment.

Fall 2015 & Spring 2016 Class Schedules are published and available on the Campus Portal.