

Facilities Scheduling Instructions for Fall and Spring Schedule of Classes

Facilities Scheduling Procedures

During the initial schedule building period, assign Facility IDs in CMS based on college room allocation assignments for the Fall and Spring Schedule of Classes. Reference the [CMS-SA Facilities Scheduling Department Scheduler User Guide](#) as needed. Review the Calendar of Schedule Building Timelines for a summary of deadline dates and facility assignment instructions.

Scheduling Facilities in CMS and Astra Schedule

Assign Facility IDs to class sections in CMS only during the initial class schedule building period. When department scheduling access is reinstated in CMS after the initial schedule building deadline, assign facilities to class sections directly in Astra Schedule up until census of each term. Facility IDs assigned using CMS instead of Astra Schedule after the schedule building deadline may create conflicts with events or other classes. If a scheduling conflict generated through CMS is identified after the schedule building deadline, Space Management will drop the facility assignment. For reference see [Class Schedule Building Dates](#).

Astra Schedule Optimizer

In order to maximize scheduling efficiency and optimize facility utilization, Space Management uses the Astra Schedule Optimizer after the initial schedule building deadline to centrally assign Lecture facilities to class sections *without* Facility ID assignments in CMS that have a meeting type component of DIS, LEC, or SEM. All other meeting type components with day and time and meeting patterns shall have Facility IDs assigned in CMS by the scheduling deadline. When assigning facilities, the Astra Schedule Optimizer is configured to consider room capacity compared to enrollment, course meeting type, course meeting pattern, room type, room media level, room region, building preference, subject preference, and instructors with back to back courses to be scheduled in the same facility when possible.

Class Section Criteria for Pre-assigned Facilities before Optimizer Run

The pre-assignment of Facility IDs in CMS by department schedulers for many class sections is required to ensure that the Astra Schedule Optimizer only assigns Lecture facilities for class sections that require them in the most efficient manner possible. Below is a list of relevant class sections that require Facility ID assignment in CMS by the schedule building deadline since they will not be considered by the Optimizer.

1. Class sections that have meeting type component of ACT, CLN, FLD, IND, LAB, PRA, RSC, SUP or THE.
2. Class sections that need any lab facility.
3. Class sections that need an indoor or outdoor sports facility.
4. Class Sections that require room type of Other: Off Campus, Web Online, NPA Hall, TBAARR (To Be Arranged). Note: All class sections that have a day and time and are intended to not be scheduled in a facility shall be assigned with a Facility ID: TBAARR (To Be Arranged) unless Off Campus, Web Online, etc., is a more appropriate assignment.
5. Class sections that need a Lecture Facility AND also meet the following criteria shall be pre-assigned with a Facility ID in CMS.
 - a. Meet on the weekend. (Space Management will assign facilities.)
 - b. Do not meet the full term dates (meet on special dates).
 - c. Must meet in a specific Lecture facility and cannot be held in any other Lecture facility.
 - d. Class sections that are established as Tentative with days and times scheduled shall be assigned TBAARR (To Be Arranged) in the CMS Facility ID field. If the CMS Facility ID field is left blank for a Tentative class section, Space Management will assign TBAARR to it.

General Scheduling Information

Region Report Information

College level room region reports will be sent to each college under separate email. College Deans or Associate Deans shall notify the Director of Space Management if the college needs changes to their department room regions (allocations) as this requires programming revisions in Astra Schedule.

Room region security for split or shared facilities (more than one college or department allocated to a facility) does not consider any term, day or time restrictions in CMS or Astra Schedule. Colleges must notify each other and their respective departments of the intended term, day or time pattern of the shared facility distribution plan they agree to so that the facility assignments will match the shared region (allocation) agreement.

Facility Assignment Options

Building and room designations of Off Campus, Web Online, To Be Arranged (TBAARR), and NPA Hall are available as options when appropriate for those class sections that do not meet in campus facilities but have a day and time assigned.

If a day and time are established for an active class section and a facility assignment is not intended, enter Web Online, Off Campus, Napa Hall, or To Be Arranged in the CMS Facility ID field as appropriate.

Holding Facilities and Zero Capping

The “holding” of facilities for tentative class sections is not allowed. Scheduling practices necessitate a value for CMS fields Enrollment Capacity and Requested Room Capacity to be entered for each section. Zero capping is not permitted.

Class Sections with Special Session Dates

The special session dates for class sections that are not meeting the regular full term dates shall be created by academic department schedulers in CMS prior to Facility ID assignment.

CMS/Astra Schedule Security Access During Audit Period

For the duration of the audit period performed by Academic Affairs, the Office of the University Registrar, and Space Management, CMS access is locked for fall and spring terms, and facility assignment access is closed within Astra Schedule for all active terms. Departments must contact Space Management for facility assignment requests as needed for current terms.

Additional Facilities

When an instructor requires an extra facility at the same meeting pattern the class section meets all term to fulfill course requirements, an additional facility is appropriate to schedule. Departments may request additional facilities by submitting the [standard request form](#). Additional facilities are scheduled as events and considered as second priority after the Schedule of Classes is published on the Portal.

Folsom Hall

Please note that it takes approximately 30 minutes (travel and park) to get to Folsom Hall (FLS) from the main campus. If students or faculty have classes immediately before and/or after classes scheduled in Folsom Hall, they may have challenges being on time for one or multiple classes. The [Hornet Shuttle](#) provides service to Folsom Hall Monday-Friday during fall and spring terms. It is recommended that students and faculty take into account the necessary time to travel to and from Folsom Hall when planning their academic schedules.

Request to Schedule Class Section in Facility Outside of College/Department Region

The temporary exchanging of facilities or borrowing of time periods within allocations between departments is acceptable as long as the college allocation is not exceeded in prime time during schedule building. This must be controlled and approved at the college level.

Requests for use of laboratory or Lecture facilities outside of a college/department region (allocation) require written approval from the controlling college or department. To request Instructional Computer Labs (ARC 1016, FLS 1029, FLS 1033, FLS 1048, MND 2003, or MND 2007) for full-term class sections, departments must email [Space Management](#) with term, course, day, and time information. Departments shall make every effort to use college/department labs first before making a request to use IRT Instructional Computer Labs for class sections meeting the entire term. Instructors may be required to obtain a fob key from Facilities Management for weekend access to Instructional Computer Labs; fob activation is only for the requested term.

For other labs or special facilities, send an email request to the authorizing department with term, course, day, and time information and request permission to schedule your class into the other department's facility. If approval is granted and received, assign the Facility ID to the class section in CMS before the schedule building deadline. Approvals received after the schedule building deadline must be submitted to [Space Management](#) for facility assignment. These agreements are only valid for one term. Space Management may request a copy of your email request and written approval response in case of a dispute. All scheduling problems or conflicts will be resolved by Space Management and may be subject to review by Academic Affairs.

[Requests for Academic Affairs Studio Classrooms \(ARC 1010, 1011 and LIB 53\), Collaborative Lecture Classroom \(DLN 1010\), Tschannen Science Complex Learning Studio Classroom \(TSC 1001\), and Sac State Downtown Classrooms \(DTN 108, 109, 110, 111\)](#)

Priority requests for use of ARC 1010 (72 seats), ARC 1011 (60 seats) and LIB 53 (48 seats) studio classrooms for full-term video streamed classes, the DLN 1010 (55 seats) collaborative classroom, the TSC 1001 (120 seats) learning studio classroom, and DTN 108 (20 seats), DTN 109 (20 seats), DTN 110 (24 seats), DTN 111 (24 seats) Sac State Downtown classrooms for full-term classes must be submitted to [Space Management](#) before the initial class schedule building deadline date each term. Requests received after the deadline will be considered on a first come first served basis. Class sections must be scheduled in CMS for consideration. It is recommended to assign a facility within your region allocation for relevant class sections as a place holder. Approval for use of facilities will be made by Academic Affairs and based on priority requests submitted, need for facility equipment and features, and efficient facility utilization. Space Management will notify your department of the approval decision and assign relevant classrooms accordingly.

Facilities Scheduling Compliance

Compliance with the Calendar of Schedule Building Timelines and Class Scheduling Standards and Policies is required to maximize facilities utilization, minimize scheduling conflicts and bottlenecks, and facilitate an optimal class schedule for student success. Please reference scheduling documentation distributed by Academic Affairs, the Office of the University Registrar, and Space Management for compliance concerns.

Academic Affairs and Space Management will monitor the prime time day and time periods for compliance with the standard meeting patterns (MWF, 9 a.m.-1:50 p.m. and TR, 9:00 a.m.-2:45 p.m.). Prime time allocations shall be maintained to provide the most equitable utilization of facilities. A primary purpose of a standardized schedule is to enable students to take the classes they need. In order to schedule enough class sections to serve a growing student population, classrooms need to be used efficiently without overlaps or gaps in scheduling patterns. Courses may be scheduled in allocated facilities for fall or spring, Monday through Thursday, from 7 a.m. to 10 p.m. and until 5 p.m. on Friday. Lecture facility assignments for class sections on weekends will be scheduled by Space Management. Class sections scheduled in the Library must start at least 15 minutes after the

Library opens and end 15 minutes prior to closing time. Refer to the [Library Website](#) for hours.

Factors to be considered in the assignment of Lecture facilities to courses in preparation of the schedule shall be room capacity as compared with the anticipated maximum enrollment (due to fire codes, extra chairs cannot be added to facilities), location in regard to faculty teaching back-to-back courses, and technology requirements. **It is the responsibility of each department to ensure that actual attendance does not exceed classroom capacity.** You may view college region reports, [Astra Schedule](#), and the [IRT Learning Space Inventory](#) to ensure classrooms meet your technology needs.

Centrally Scheduled Lecture Facilities During Audit Period

After the schedule building deadline date and during the Audit period, Lecture facilities will be centrally scheduled by Space Management only for DIS, LEC, or SEM class sections *without* rooms pre-assigned. College and Department Lecture room regions will no longer be in effect. The DLN 1004 (214 seats) Lecture facility is centrally managed and scheduled by Space Management through the Astra Schedule Optimizer.

Large Lecture Facilities (80 or more seats)

All 80+ capacity large Lecture facilities will be monitored for compliance and governed by the 70% maximum enrollment compared to room capacity requirement. Prior to the central scheduling of large Lecture facilities for all colleges that need them and after the schedule building deadline, Aerospace Studies may receive priority scheduling in large Lecture facilities for Friday morning classes. Priority scheduling will be considered for this program because it does not have a large Lecture room allocation. All class sections must be scheduled within standard meeting patterns to receive priority in scheduling and comply with the 70% enrollment to capacity rule. There are no guarantees that requested days and times can be accommodated.

After the class schedule building deadline, all 100+ capacity Lecture facilities are managed/scheduled centrally by Space Management. Departments must contact [Space Management](#) for 100+ capacity Lecture facility assignment requests as needed. Classes scheduled at non-standard meeting patterns require justification and approval from Academic Affairs before they are placed in available 100+ capacity Lecture facilities.

Large Lecture Facilities (60 -79 seats)

All class sections must be scheduled within standard meeting patterns to receive priority in scheduling and comply with the 70% enrollment to capacity requirement. There are no guarantees that requested days and times can be accommodated.

Smart Lecture Facilities

When there are competing requests for Lecture facilities with multimedia equipment and computer capabilities, and no alternative facilities are available and the 70% rule for large facilities does not conflict, the assignment decision will be made based on approved [scheduling criteria and priorities](#).

College Room Region Reports

Colleges and Departments must adhere to the Lecture room allocations as specified on their College region reports for Lecture facility assignments for fall and spring during the initial class schedule building period.

Space Management Class Schedule Building Resources

Class Schedule Building Dates, Department Scheduler User Guides and Facilities Scheduling Resources (Astra Schedule Room Reports, Classroom Furniture Layouts, Scheduling Policies, Instructions and Forms) are available at [Academic Scheduling](#).