

## Fall 2022 Class Schedule and Room Information

Dates and Deadlines	
Class Schedule Entry Begins	Tuesday, January 18, 2022
Course Modifications 1 (Non-substantive), Individual Variable Topics, Omnibus – due to Registrar’s office	Friday, February 11, 2022
Class Schedule Entry Restricted (see guidelines below)	Friday, February 25, 2022
Departmental Rooming Spreadsheet due to Registrar’s Office (mandatory submission for every department)	Friday, February 25, 2022
Rooming Process – No Class Adjustment Forms processed until completion of rooming	Monday, February 28 - Friday March 11, 2022
Class Schedule Refresh from Banner Catalog	Monday, March 7, 2022
Publish Class Schedule in Banner to Web	Monday, March 14, 2022
Shared Course Information Entered (CU, CCD)	Monday, March 21, 2022
Priority Registration Begins	Monday, March 28, 2022
Classes Begin (16-week full term)	Monday, August 22, 2022

Parts-of-Term						
Part-of-Term	Description	Term Dates		Self-Add Date	Census (POT 1 50% refund)	“W” Date
1	Full Term	08/22/2022	12/17/2022	08/28/2022	09/07/2022	11/04/2022
2	First 5 Weeks	08/22/2022	9/24/2022	08/24/2022	08/29/2022	09/13/2022
3	Second 5 Weeks	09/26/2022	10/29/2022	09/28/2022	10/03/2022	10/18/2022
4	Third 5 Weeks	10/31/2022	12/10/2022	11/02/2022	11/07/2022	11/28/2022
5	First 8 Weeks	08/22/2022	10/15/2022	8/25/2022	08/30/2022	09/27/2022
6	Second 8 Weeks	10/17/2022	12/17/2022	10/20/2022	10/26/2022	11/28/2022

## Class Scheduling and Rooming Information for Departments

### SSASECT Procedure After Class Schedule Entry Closes

Departments will be restricted from entering classes and changes as noted below. All class schedule changes will be requested through the class adjustment workflow on the faculty tab in the Faculty/Staff Hub. Changes will be made after rooming is completed.

### SSASECT Procedure After Rooms are Officially Published

The Departments are always authorized to update the following:

- Instructor
- Special Approval Code, DP – See Department, CL – cancelled course
- Waitlist maximums (Do not overbook your rooms)
- Text/notes (SSATEXT)
  - Max enrollment (if it stays within the room capacity)
  - All cross-listed or grouped courses will require an email to [regscheduling@msudenver.edu](mailto:regscheduling@msudenver.edu) when increasing enrollment so that the cross-list or grouping can be updated.
- Create or update an online class/section, or one that does not require a room.

**All other changes must be sent by the class adjustment workflow.**

These include:

- Campus\*
- Instructional Method\* (e.g., “ONL” Online, “FTF” Face to Face, etc.)
- Schedule Type\* (e.g., “L” Lecture, “B” Lecture/Lab, “I” Independent Study, etc.)
- Grade Mode\*
- Part-of-Term (POT)\*
- Meeting days/times
- Location
- Cancelling courses
  - If the course is cross listed, Only the owning department needs to submit a class adjustment workflow.
- Adding courses/sections.
  - Cross listed or grouped courses will need a class adjustment workflow to be completed by the department owning the course. The owning department notifies the other departments of scheduling and changes.
- Adjusting enrollment capacities when max enrollment exceeds room capacity, requiring a new room.
  - All cross listed and grouped courses will require an email to [regscheduling@msudenver.edu](mailto:regscheduling@msudenver.edu) requesting that the enrollment maximum be updated in the cross listing or grouping.

**\*Please note:** Changes to Campus, Instructional Method, Schedule Type, Grade Mode or Part of Term are not allowed by Banner after course registration has occurred.

**The class adjustment workflow is located on the Faculty/Staff Hub on the Faculty and Advisor tab.**

# Class Schedule and Room Rules for Schools and Colleges

## Prior to Class Schedule Refresh from Banner Catalog (refer to date on first page)

- If a department wishes to Banner enforce an existing prerequisite/co-requisite, grade mode, schedule type or registration restriction which is already listed on the syllabus, the department should submit documentation for a Non-substantive curriculum change through Curriculog, following the curriculum deadlines.
- If the department submits the request following the class schedule refresh, the course must be updated in both Banner Catalog and Banner Schedule. **These updates will be made on a special exception basis only.**

## During Scheduling

- Departments cannot offer more sections than were offered from the last like term (for fall scheduling, not more than the previous fall; for spring, not more than the previous spring, etc.), and in the same time block and classroom size.
- Due to space limitations on campus, departments should abide by the guideline limiting main campus class offerings to 6.25% per time block, per day between 8 a.m. and 8 p.m. Monday-Thursday. Also, the departments are asked to abide by the 7% policy (per time block, per day) limiting class offerings for 4 or more credit hours. Courses outside the 8 am – 8 pm block are NOT subject to the restriction and may have unlimited offerings.
- Each one-day-a-week class must be paired with another one-day-a-week class to ensure optimal room usage (e.g., a Tuesday class should be paired with a Thursday class at the same time).
- Requests for additional parts-of-term besides the standard ones (see table on page one) must be made through the Dean's Office. Once approved the Dean's Office will send to [regscheduling@msudenver.edu](mailto:regscheduling@msudenver.edu).
- All new omnibus courses/sections must be submitted through Curriculog to the Dean's Office prior to the deadline for curriculum changes (please see the Curriculum Manual for further information regarding non-substantive and substantive curriculum changes.)
- Departments are required to audit their schedules and room assignments for accuracy **BEFORE** schedule deadline.
  - All cross-listed courses should be confirmed for accuracy.
  - Campus, instructional method, grade mode, POT, meeting type, days & times, building.

## After Schedule Entry is Restricted

- Immediately after schedule entry is restricted, the Office of the Registrar will begin the rooming process. During this time class adjustments will not be processed to ensure a fast and efficient rooming process. After the rooming process is completed class adjustments will be processed and new classes roomed, as necessary.
- The Office of the Registrar will provide a Departmental Rooming Spreadsheet template in which department information for optimal room assignments will be submitted. The spreadsheet should be filled out and emailed to the Office of the Registrar at [regscheduling@msudenver.edu](mailto:regscheduling@msudenver.edu).

- Once the schedule is restricted for the semester, changes, additions, and cancellations need to be submitted through the class adjustment workflow (see SSASECT Procedure chart above).
- Before scheduling classes or events in General Assignment or Registrar classrooms, even if there is no class formally scheduled in that space, please notify the Office of the Registrar at [regscheduling@msudenver.edu](mailto:regscheduling@msudenver.edu).

### **Cancellations Due to Low Enrollment**

- Suggested timeline for cancellations is as follows:
  - 0 enrolled – 6 weeks prior to start of semester.
  - 3 or fewer enrolled – 4 weeks prior to start of semester.
  - 6 or fewer enrolled – 2 weeks prior to start of semester.
  - College or school minimum – 1 week prior to start of semester.

Classes that do not meet enrollment minimums require consultation with the Associate Dean(s).