

Manager's Guide to Course Scheduling

Registrar's Office Curriculum Management Team



AUGUSTA UNIVERSITY

PREPARE

- Approximately one month prior to opening of course scheduling, emails are sent out from the Registrar's Curriculum Classes Team requesting that schedulers notify the office if they will not be at the University during course scheduling, or any changes to the scheduling coordinators. The email is also sent to support scheduler contacts in case any schedulers have been replaced. The email includes how to request Banner and Crystal access. It is important for the proper access to be requested in time for scheduling to allow for IT ticketing and access appropriation.
- In addition, course schedulers are asked to run the Crystal WSC0102 for the same term(s) from the prior year to review the sections that will be rolled forward. This gives them a preview of the sections so that they can troubleshoot anything or meet with their department contacts ahead of time to resolve. Items that may need to be reviewed (not all-inclusive):
 - Instructors who have left or have been replaced
 - Section modality changes
 - Enrollment changes
 - Building changes for face-to-face sections
 - Credit hour settings for variable-credit courses



WHEN

Course scheduling occurs twice per year, six months prior to the start of the semester being scheduled. Occurrences are visible on the Curriculum Calendar: <https://www.augusta.edu/registrar/curriculum.php>

- Spring semester is scheduled on its own, and Summer/Fall semesters are scheduled at the same time.
- Spring course scheduling opens the prior June and runs through August.
- Summer and fall course scheduling opens the prior October and runs through December.

It is very important to ensure those who are scheduling coordinators within the academic unit are preparing for course scheduling and are ready to start on the first day to ensure they have adequate time to review and activate all sections needed for the term.



WHO

Schedule coordinators receive additional Banner access (and Crystal Reports access) to the forms they will use to schedule sections by the first open date. Notifications are sent out through emails including Newsletters and Classes “Tip of the Day” emails. Requests are communicated for any new course schedulers who may need access for the upcoming term.

A website is maintained by the Curriculum team of all Scheduling Coordinators:

<https://www.augusta.edu/registrar/schedulecoordinators>



WHAT

On the first open day, the list of contacts by department are issued shared Box folder along with an email notification.

The folder contains four major things:

1. Rolled course schedule for the term being scheduled
2. The most updated copy of the Scheduling Manual
3. Cross-listing and Cross-leveling template
4. Course Attribute template



HOW

Each schedule coordinator receives emailed instructions on how to complete scheduling, including two deadlines.

Expectations are:

1. The recipient of the shared Box folder will open it, download all attachments and either complete all scheduling, or will forward the attachments to the respective schedulers. *Typically, larger departments will have multiple schedulers.*
2. The latest copy of **The Scheduling Manual** should be reviewed in detail to ensure understanding of current USG-required section coding. (*changes occur ad-hoc*)
3. Populate any cross-listing or cross-leveling in those templates and populate any course attributes that are not already listed for each course section.
4. Once all sections have been activated and coding confirmed by a supervisor, run a Crystal WSC0102 report for a final review of the activated sections. Make any final adjustments and if needed run a final instance. Download the instance from Crystal Reports into Excel and attach it and any of the completed templates back into Box.



WHERE

Upon completion of course scheduling, Classroom Scheduling will review any sections coded as utilizing classroom space along with coded requests for space and will assign classrooms or labs based on the size of the sections.

- ✓ The Spring Schedule of Classes is published the Tuesday after Labor Day
- ✓ The Summer and Fall Schedule of Classes is published the Tuesday after the Martin Luther King, Jr. holiday.



Important Resources

Curriculum Calendar: <https://www.augusta.edu/registrar/curriculum.php>

Schedule Coordinator Directory: <https://www.augusta.edu/registrar/schedulecoordinators>

Scheduling Manual: <https://www.augusta.edu/registrar/schedulingmanual.php>

Schedule of Classes:
<https://pounce.augusta.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search>

Curriculum (Curriculog): <https://www.augusta.edu/registrar/curriculog/index.php>

Crystal Reports for Course Scheduling:
<https://www.augusta.edu/registrar/crystalforcoursescheduling.pdf>

Course Attributes Guidance: <https://www.augusta.edu/registrar/courseattributes.php>

Contact: Classes@augusta.edu