

## Summary of the Scheduling Process

Each Term classes are “rolled over” from the previous year in PeopleSoft (Spring 2007 classes will be rolled into Spring 2008, Fall 2007 into Fall 2008, etc.).

Department Schedulers are notified when they can begin making changes to the schedule for the new Term.

The information that defaults on the scheduling pages defaults from the Course Catalog. A course must be in the Course Catalog before you can schedule it.

	<b>The Steps</b>	<b>Navigation in PS Admin</b>
1	The first step is to print an <b>MS Review</b> (Master Schedule Review) report to get a clear sense of what courses and what sections have been “rolled over” from the previous year.	SBU > SBU Student Records > Report > <b>SU Scheduling Reports</b>
2	Then, using the MS Review report as a guide, Department Schedulers update the <b>Schedule of Classes</b> to reflect any changes for the new Term. Perhaps the instructor for a class has changed or the class is being held in a different room or more sections of a course were added.	Curriculum Management > Schedule of Classes > <b>Maintain Schedule of Classes</b>
	If a class is not being offered this Term it should be made “Inactive”. Do not delete it! You may want to use it again next year. This is done on the <b>Enrollment Control</b> page in the <b>Schedule of Classes</b> .	
	If your classes require <b>Department or Instructor Consent</b> make sure that they are setup appropriately. This can be found on the <b>Enrollment Control</b> page in the <b>Schedule of Classes</b> .	
3	If you have any new instructors that will be teaching classes for your department you must make sure that they are in the <b>Instructor Advisor Table</b> and that your department is listed on their <b>Approved Courses</b> page.	Curriculum Management > Instructor Advisor Information > <b>Instructor/Advisor Table</b>

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4	If a course was not offered in the Term that was “rolled over” then you will have to add it as a “New Course” for this Term. Go to the <b>Schedule New Course</b> component to do this.	Curriculum Management > Schedule of Classes > <b>Schedule New Course</b>
5	If you have many sections of a tutorial course use the <b>SU Copy Dept Class Instr</b> process to copy the instructor information from the “master class” to all sections of a tutorial course. This will save a lot of time.	SBU > SBU Student Records > Report > <b>SU Copy Dept Class Instr</b>
6	<b>Combined Courses</b> - New course combinations must be approved by the Dean’s office first. Then they are linked by the Registrar’s Office. Once this is done you can go to the <b>Schedule Class Meetings</b> page to update the instructor, room and meeting days/times. It cannot be done in the Schedule of Classes or Schedule New Course component.	Curriculum Management > Schedule of Classes > <b>Schedule Class Meetings</b>
7	<b>Combined Courses</b> - If you need to change the <b>enrollment capacity</b> for a combined class you can do this on the <b>Update Sections of a Class</b> page.	Curriculum Management > Schedule of Classes > <b>Update Sections of a Class</b>
8	It’s easier to set up auto enroll/associated class information, enrollment caps and totals, waitlist caps and totals when you can see all of the sections listed together on the <b>Update Sections of a Class</b> page.	Curriculum Management > Schedule of Classes > <b>Update Sections of a Class</b>
9	If you want to enforce <b>pre-requisite screening</b> for a class you must make sure that this option is selected in the <b>Adjust Class Associations</b> page.	Curriculum Management > Schedule of Classes > <b>Adjust Class Associations</b>
10	When you are finished scheduling for the new term, print the <b>Dept Class Validation Report</b> to see if there are any errors. Correct your errors in the Schedule of Classes and then print the Class Validation Report again until you see no errors.	SBU > SBU Student Records > Report > <b>SU Dept Class Validation</b>

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11	Print the class schedule in a grid format. It's easy to view this way.	SBU > SBU Student Records > Report > <b>SU Crse Schedule Sheets</b>
12	Print the class schedule in a publication format so that you can post it on your website and print it as a pdf file.	SBU > SBU Student Records > Report > <b>SU Scheduling Reports</b>
13	Print meeting vector counts to see how your class schedule days/times are distributed.	SBU > SBU Student Records > Report > <b>SU Meeting Vector Counts</b>
	<b>Remember...any changes you make now will "roll" into next year.</b>	