Where to Begin

Looking at your Resources at the Start of the Scheduling Period
From the first rollover e-mail, new resources have been generated for you and related resources updated!

- The Production Schedule
- The Semester Rollover Report
- The Scheduling Forms Link
- The Campus Time Schedule
- Rollover Data in the Student Information System (SIS/MyPack/The System)
Where do I find my resources?

The Scheduling Webpage!

Let’s start with a breakdown of the resources available here....

http://www.ncsu.edu/registrar/scheduling/index.html
Current Term Resources:

- Production Schedule – Your dates and deadlines for the scheduling cycle
- Semester Rollover – Excel full of useful information about last like term’s* classes.
- Scheduling Forms – List of forms that play different parts in the scheduling process and each have their own due dates.

* “Like Term” – A term with the same place in the academic year – Spring and Spring, not Fall and Spring.
Scheduling Tools:

- Astra
- Main Campus Map (pdf)
  This map, created by Facilities, provides an overview of main campus and the location of all classroom buildings, excluding those on Centennial Campus.
- Campus Time Schedule
  This is the time schedule for both main and Centennial campus. Scheduling Officers must follow these time periods when scheduling their departments' courses. If courses need to be taught outside of these time periods, a Non-standard Meeting Time Request form needs to be submitted during semester start-up period. These forms are then reviewed by the University Registration, Records and Calendar committee.
- Room Lists and Characteristics (pdf)

- **Campus Time Schedule** – Broken down into Centennial and Main Campus time tables, these tables will give you the breakdown of time slots for new courses.
  - Working with these time slots will allow students travel/break time between classes, help towards an easy placement/movement for room assignments, and help keep spaces equal for classes within a building and room.
    - If you are thinking of using a time not on this grid, you will need to submit a Non-Standard Meeting Time Request Form by the due date on the production schedule.
Not just for beginners!

- This is a list of popular topics in various formats for quick reference.

- We are always working on improving our tips and training, so keep checking back!
SIS: What is Rolled

- In order to keep you from having to create tens or hundreds of sections from scratch every semester, information is rolled from term to like term.

- What is Rolled?
  - Results will vary slightly for specific departments, but most departments will see the following rolled as they were the last day of the like semester:
    - Class Status
    - Combined Sections (marked permanent)
    - Room Characteristics
    - Meeting Patterns
    - Instructors
    - Class Notes
    - Reserve Capacity Sequences
    - Class Requisites
    - Class Attributes
Now What?

- Now that you have your beginning information, you can start to consider what to change.
- This often requires a lot of time and discussion and feedback.
- You can still use this time to your advantage!
How you can make your life easier in the meantime

**Clean up your resources!**

- Cancel sections that you know will not be offered this semester.
- Delete sections that will not be offered anymore.
- Delete instructors that are no longer active or mark them inactive/unavailable in the instructor/advisor table.
- Consider those active instructors with special needs, especially disabilities or allergies, and what room needs they might specifically have.
- Organize your special topic associations – association 1 with section 1, 2 with 2, etc.
Basically...

- Considering what you have and what you need as much ahead of time can help you to
  - Make more informed notes/requests/decisions
  - Simplify your data entry process
  - Make that last couple of weeks before the deadline a lot less hectic!
    - You could spend it instead running your error reports to make sure everything will go smoothly.
And finally...
You can look to your fellow schedulers, as well as the people in the Scheduling Office to help!

- Consider working with other scheduling officers when scheduling your courses – if they are not going to use their priority space, they can allow you to!

Not sure about something? Ask! It’s always better to check than to have an error later once rooms are assigned or students enroll.

Multiple Training Modules will be offered throughout the scheduling cycle to help you with subjects as needed. Have an idea for a session? Let us know!

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