

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

# OFFICE OF THE REGISTRAR

### **Schedule Build Instructions**

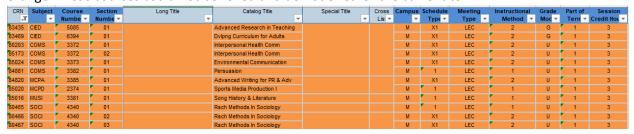
Each department will receive a spreadsheet of their course offerings for the new term based on the courses offered in the past like term. (ex: Spring 2024 based on Spring 2023)

Departments will edit their course offerings on the spreadsheets including changing sections, adding building and rooms, adding sections, and deleting sections, before submitting their spreadsheets back to the Registrar's Office for processing.

### **Viewing the Spreadsheet**

#### **Inactive Courses**

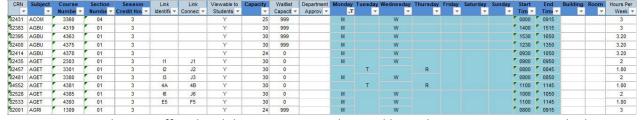
Courses that are inactive for the term at the catalog level due to curriculum changes, are labeled in orange. These courses could not be rolled and do not exist for the current term.



#### Off Grid Courses (Fall and Spring Terms Only)

Courses are considered "Off Grid" if they do not follow standard meeting times. Off Grid courses will need to have their meeting times adjusted to be on grid, or the courses will need written approval from Dr. Gaillard to be offered Off Grid.

 Courses that are off grid, but either begin or end during standard meeting times have their meeting times marked in blue. Off Grid courses will need to have their meeting times adjusted to be on grid, or the courses will need written approval from Dr. Gaillard to be offered Off Grid.



 Courses that are off grid and do not start or end on grid have their meeting times marked in purple. Off Grid courses will need to have their meeting times adjusted to be on grid, or the courses will need written approval from Dr. Gaillard to be offered Off Grid.

CRN	Subject	Course	Section	Session	Link	Link	Viewable to	Capacity	Waitlist	Department	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start	End	Building	Room	Hours Per
-	-	Numbe *	Numbe ~	Credit Hot ▼	Identific ~	Connec *	Students *	~	Capacit ~	Approv *	"T		~	~	-	~	~	Tim *	Time *		- v	Week *
82429	ACOM	3360	02	3			Y	25	999		M		W					1530	1645			3
82369	AGBU	2317	01	3			Y	80	999		M		W					1230	1345			3
82618	ANSC	3376	03	3	19	J9	Y	25	0			T		R				1200	1245			1.80
83268	CISE	3384	02	3			Y	31	999		M		W					1530	1645			3
83269	CISE	3384	03	3			Y	30	999			T		R				1300	1415			3
83733	CISE	4379	03	3			Y	24	999	DA	M		W					0930	1045			3
83740	CISE	4379	05	3			Y	24	999	DA	M		W					0930	1045			3
-			-																			



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## **Editing Courses on the Schedule Spreadsheet**

### Scheduling Options: What to enter in the fields

- All required fields are indicated in dark blue with bold text. They include:

SubjectGrade ModeEnd TimeCourse NumberPart of TermBuildingSection NumberSession CreditRoom

Campus Capacity Instructor ID
Schedule Type Meeting Days Instructor Name

Instructional Method Start Time Notes

11130	istructional Method			Start rille	notes		
Subject	Course Number	Section Number	Campus	Schedule Type	Instructional Method	Grade Mode	
Ex: ENGL	EX: 1301	01-99	M - Main	1 - Lecture	1 - Face to Face	U - Undergraduate	
			W - Woodlands	2 - Lab	2 - Internet	G - Graduate	
			O - Off Campus	3 - Practicum	6 - Hybrid (refer to	I - UG with IP	
			C - Out of Country	4 - Seminar	maintenance form for	P - GR with IP	
				5 - Independent Study	hybrid options)	C - Credit/No Credit	
				6 - Private Lesson		Y - Developmental Pass/Fai	
				8 - Thesis			
				9 - Dissertation			
				C - Clinical			
				X0 - Online Individualized			
				X1 - Online Lecture			
				X2 - Online Lab			
				X3 - Online Practicum			
				X4 - Online Seminar			
				X5 - Online Ind. Study			
				X6 - Online Private Lesson			
				X8 - Online Thesis			
				X9 - Online Dissertation			
				XC - Online Clinical			
				HO - Hybrid Individualized			
				H1 - Hybrid Lecture			
				H2 - Hybrid Lab			
				H3 - Hybrid Practicum			
				H4 - Hybrid Seminar			
				H5 - Hybrid Ind. Study			
				H8 - Hybrid Thesis			
				H9 - Hybrid Dissertation			
				HC - Hybrid Clinical			
				OLO - Online Live Individualized			
				OL1 - Online Live Lecture			
				OL2 - Online Live Lab			
				OL3 - Online Live Practicum			
				OL4 - Online Live Seminar			
				OL5 - Online Live Ind. Study			
				OL6 - Online Live Private Lesson			
				OL8 - Online Live Thesis			
				OL9 - Online Live Dissertation			
				OLC - Online Live Clinical			



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Part of Term	Session Credit	Capacity	Monday	Tuesday	Wednesd ay	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Building	Room	Instructor ID	Instructor Name
1 - Full Term	If	enter	Y or N	Y or N	Y or N	Y or N	Y or N	Y or N	Y or N	enter in	enter in	Enter	Enter	enter in	Smith, John
7A - First 7 Weeks (Fall)	variable,	capacity								military	military	building	room	000123456	
7B - Second 7 Weeks (Fall)	enter	of course								time	time	code	number	format	
5A - First 5 Weeks (Fall)															
5B - Second 5 Weeks (Fall)															
5C - Last 5 Weeks (Fall)															
ND - No Drop Term															
M - May Minimester (Summer)															
S1 - Summer 1															
S2 - Summer 2															

- Entering information into fields other than the required fields for a section is not required but can be done. All other field options have been listed on the instruction page of the spreadsheet.



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### **Changes to a Section**

- Make desired change(s) in cell for course and schedule item (Ex: change the section number from 02 to 01)
- Highlight EVERY change made in yellow
- Further explain change in notes column if necessary

CRN	Subject	Course Number	Section Number	Notes
80613	ACCT	2301	01	Changed section number to 01

#### **Deletion of a Section**

- Highlight section row red
- Add note to delete section

Ī	CRN	Subject	Course Number	Section Number	Notes
I	80613	ACCT	2301	01	Delete this section

#### **Create a New Section**

- Insert a new row
- Enter information in each required column. Required columns are marked a darker color blue and their titles are bolded.
- Enter information into unrequired fields if deemed necessary
- Add any special notes to the scheduler in the "Notes" column
- Highlight the row green

CRN	Subject	Course Number	Section Number	Long Title	Catalog Title	Special Title	Cross List	Campus	Schedule Type
	ACCT	2301	12					М	1

#### **Assigning Classrooms**

- **Priority Rooms:** Departments schedule sections into their priority rooms by entering the building code and room number into the designated columns on the spreadsheet
  - Departments may negotiate room usage as desired
- Engaging Spaces Classrooms: Departments that house Engaging Spaces Classrooms (EVC 260, LDB 208, FAR 105, LDB 339, and AB1 215) will have priority scheduling up to 65% of instructional time. Courses in those spaces will be submitted to the Registrar's Office using the Course Schedule Spreadsheet. The QEP Engaging Spaces office will finalize those schedule requests for these spaces prior to final schedule build. Any time not scheduled by the home department will be subject to discretionary scheduling by the Engaging Spaces Office.
- **Computer Lab Classrooms**: Departments may schedule courses in computer lab classrooms by submitting these classrooms on the Course Schedule Spreadsheet. Computer lab classroom assignments are subject to review by the Registrar's Office.
- Sections with Unassigned Classrooms: sections with unassigned classrooms will be assigned a classroom using the Optimizer after all Draft 1 spreadsheets have been submitted and processed