## Schedule Build Summer/Fall 2023 Instructions

Each department will receive a spreadsheet of their course offerings for Summer and Fall 2023 based on the courses offered in Summer and Fall 2022.

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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Course</th>
<th>Section</th>
<th>Credits</th>
<th>Effective</th>
<th>Room</th>
<th>Instructor</th>
<th>Room Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>10467</td>
<td>SOC</td>
<td>10467</td>
<td>01</td>
<td>3</td>
<td>2023</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Off Grid Courses (Fall 2023 Only)

Fall 2023 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.

<table>
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<tr>
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- 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.

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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:
  - Subject
  - Course Number
  - Section Number
  - Campus
  - Schedule Type
  - Instructional Method
  - Grade Mode
  - Part of Term
  - Session Credit
  - Instructional Method
  - Start Time
  - End Time
  - Building
  - Room
  - Instructor ID
  - Instructor Name
  - Notes

- 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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OFFICE OF THE REGISTRAR

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

Deletion of a Section
- Highlight section row red
- Add note to delete 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

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 beginning January 2, 2023.