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The Scheduling Cycle:
Placing Primaries and Secondaries...
Primaries and Secondaries

Primary:
- A “main” lecture, lab or seminar.
  - Commonly referred to this as a “course.”
  - These include “0100” numbered sections
    - For example HIST 17A can have several “primaries” or “lectures”
      - HIST 17A 0100, 0200, 0300, etc
  - (Primaries are addressed mainly during proofs 1 & 2)
Primaries and Secondaries
(aka Courses and Lectures)

- Secondary:
  - A discussion section or lab attached to a primary
  - These include “0101” numbered sections
    - For example the 0100 Primary of HIST 17A can have several “secondaries” or “discussion sections”
    - HIST 17A 0101, 0102, 0103, etc
  - Secondaries cannot exist without primaries
  - Secondaries addressed mainly during proof 3
Primaries and Secondaries (aka Courses and Lectures)

In Scheduling Land, a “course” consists of all sections (Primaries and Secondaries) that fall with a course number.

SO....

- Course = HIST 17A
  - Primary = HIST 17A 0100 (Lecture Section)
  - Secondary = HIST 17A 0101 (Discussion Section)
Overview of the Scheduling Cycle

• **Proof One**
  • Starting point of the cycle: An exact copy of the last “like” quarter
  • Listed days, times and rooms are *not* assignments
  • Department makes edits to Primaries on this proof

• **Proof Two**
  • A reflection of the changes indicated on Proof One
  • Listed days, times and rooms are *not* assignments
  • Additional Edits are made to primaries
    • Schedule 25 is then run to place primaries based on information included with Proofs #1 and #2

• **Proof Three**
  • Updated schedule based on changes from Proof Two
  • Listed days, times and rooms are assignments for primaries only
  • Department makes edits to secondaries
    • Schedule 25 is run a second time to place secondaries based on edits made to proof #3
Schedule Proof: So much more than just days and times

- Schedule Proofs are also an opportunity to make sure courses are set up as intended
  - Coding of courses can be verified so that there are no surprises (hopefully)!
- Includes:
  - Grading Option
  - Major Limits (and Pass limitations if applicable)
  - Level Limits
  - ETC

<table>
<thead>
<tr>
<th>ENR CODE</th>
<th>SECT</th>
<th>SEC</th>
<th>GRD</th>
<th>OPT</th>
<th>IP</th>
<th>PNP</th>
<th>EXC</th>
<th>LIM</th>
<th>EIFT</th>
<th>SYM</th>
<th>TYPE</th>
<th>INST</th>
<th>MAX ENROLL</th>
<th>THIRD</th>
<th>CLS</th>
<th>FLG</th>
<th>N</th>
<th>NO</th>
<th>WKS</th>
<th>DAYS</th>
<th>TIME</th>
<th>BLDG</th>
<th>ROOM</th>
<th>INSTRUCTOR</th>
<th>APPR CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCDB</td>
<td>103</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PASS: 1</td>
<td>MAJOR CTL: OPEN TO DEPARTMENT MAJORS: MCDB, EEMB, CRSTU</td>
<td>10</td>
<td>Units: 4.0</td>
<td>CELL BIOLOGY</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tips for Making Edits to a Schedule Proof

- If possible, provide alternate times
  - Especially when requesting “prime” time slots

- Be specific with media requests
  - Use media codes provided on inventory of General Assignment rooms

- Request only media needed; don’t mark combinations of media that don’t exist
  - Schedule25 will not place a course into a room if the combination of requested media doesn’t exist
## Spring 2015 Scheduling Cycle

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Proof Released</td>
<td>Thursday, October 2</td>
</tr>
<tr>
<td>1st Proof Due</td>
<td>Monday, October 20</td>
</tr>
<tr>
<td>2nd Proof Released</td>
<td>Monday, November 3</td>
</tr>
<tr>
<td>2nd Proof Due</td>
<td>Monday, November 17</td>
</tr>
<tr>
<td>3rd Proof Released</td>
<td>Friday, December 12</td>
</tr>
<tr>
<td>3rd Proof Due</td>
<td>Wednesday, January 7</td>
</tr>
<tr>
<td>Tentative Release to STAR</td>
<td>Wednesday, January 21</td>
</tr>
<tr>
<td>S15 Available on GOLD</td>
<td>Wednesday, January 28</td>
</tr>
<tr>
<td>Pass 1 Begins</td>
<td>Wednesday, February 4</td>
</tr>
</tbody>
</table>
## Printing a Proof in STAR

From the STAR Main Menu, enter selection “R” to go to the Reports menu.

<table>
<thead>
<tr>
<th>Individual Student Items</th>
<th>Course/Instructor Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  Student Addresses</td>
<td>C  Courses</td>
</tr>
<tr>
<td>S  Student Schedule</td>
<td>L  Class Lists</td>
</tr>
<tr>
<td>Q  Student Quarter</td>
<td>D  Class List W/Grades</td>
</tr>
<tr>
<td>G  Student Grades</td>
<td>Z  Course Statistics</td>
</tr>
<tr>
<td>M  Admissions MENU</td>
<td>I  Instructor Workload N</td>
</tr>
<tr>
<td>Y  Pre-Req Approvals</td>
<td>T  Table MENU</td>
</tr>
<tr>
<td>E  Student Exams</td>
<td>X  Data Entry MENU</td>
</tr>
<tr>
<td>P  Academic Progress</td>
<td>O  STAR Security</td>
</tr>
<tr>
<td>J  Intl. Students</td>
<td>R  Reports MENU</td>
</tr>
<tr>
<td>K  Teacher Ed Program</td>
<td></td>
</tr>
<tr>
<td>H  Athletics</td>
<td></td>
</tr>
</tbody>
</table>

**Selection:** R  
**Quarter:** S15
Printing a Proof in STAR

From the Reports menu, look for the “Schedule Proof” option.
Printing a Proof in STAR

• Enter quarter and department code
• Enter ‘Y’ in each field to see all information on proof including requested media codes and a list of instructors given Instructor Numbers for subject areas in your department
• Enter your email address, press enter and proof will be emailed to you
Scheduling Course Days and Times

Scheduling Policy: Standard Days/Times for Fall, Winter Spring

Summer 2015 Session Dates

Summer Quarter Contact Time Regulations & Scheduling Policy
FWS Course Scheduling Policy

• Standard day combinations:
  • MWF for three-day per week courses (50-minute)
  • TR, MW, WF, or MF for two-day per week courses (75-minute)

• Standard Course Lengths
  • (50min, 75min, 110min, 140/170min)

• Standard Course Start Times
  • Standard start times are based on course length

• Link to current policy:
  • http://www.policy.ucsb.edu/policies/policy-docs/classroom-scheduling.pdf
### Standard Course Lengths

<table>
<thead>
<tr>
<th>Standard Course Lengths</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 Minutes</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>8:00am</td>
</tr>
<tr>
<td>9:00am</td>
</tr>
<tr>
<td>10:00am #</td>
</tr>
<tr>
<td>11:00am #</td>
</tr>
<tr>
<td>12:00pm #</td>
</tr>
<tr>
<td>1:00pm #</td>
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<tr>
<td>2:00pm</td>
</tr>
<tr>
<td>3:00pm</td>
</tr>
<tr>
<td>4:00pm</td>
</tr>
<tr>
<td>5:00pm</td>
</tr>
<tr>
<td>6:00pm</td>
</tr>
<tr>
<td>7:00pm</td>
</tr>
</tbody>
</table>

*May be scheduled only in departmentally controlled classrooms

+Will be accommodated in general assignment classrooms where possible

# Prime-time is defined as 10:00 a.m.-1:50 p.m. If any portion of a course is held between the hours of 10:00 a.m. and 1:50 p.m., it is considered to be meeting during prime-time.
Campbell Hall & IV Theater 1

- Available timeslots in these facilities is limited
  - These are the only two classrooms on campus with a capacity of 500 and above

- Space concerns have grown to a point where accommodating the volume of requests for large lectures is a challenge
Campbell Hall & IV Theater 1

- Giving all courses their 1st choice time in these rooms is often not possible. To facilitate placement of courses that require these facilities, we request that:

  - Requests for Campbell Hall and IV Theater are limited to either MWF-50 minute or TR-75 minute time blocks.
  - Alternate times are provided in addition to your first preference.
## 2015 Summer Sessions

<table>
<thead>
<tr>
<th>Format</th>
<th>Session</th>
<th>Instruction Begins</th>
<th>Instruction Ends</th>
<th>Session Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-week</td>
<td>A</td>
<td>June 22</td>
<td>July 31</td>
<td>Aug 1</td>
</tr>
<tr>
<td>6-week</td>
<td>B</td>
<td>Aug 3</td>
<td>Sept 11</td>
<td>Sept 12</td>
</tr>
<tr>
<td>10-week</td>
<td>C</td>
<td>June 22</td>
<td>Aug 28</td>
<td>Aug 29</td>
</tr>
<tr>
<td>3-week</td>
<td>D</td>
<td>June 22</td>
<td>July 10</td>
<td>July 11</td>
</tr>
<tr>
<td>3-week</td>
<td>E</td>
<td>July 13</td>
<td>July 31</td>
<td>Aug 1</td>
</tr>
<tr>
<td>3-week</td>
<td>F</td>
<td>Aug 3</td>
<td>Aug 21</td>
<td>Aug 22</td>
</tr>
<tr>
<td>3-week</td>
<td>G</td>
<td>Aug 24</td>
<td>Sept 11</td>
<td>Sept 12</td>
</tr>
</tbody>
</table>

⚠️ All non-delayed-sectioning courses *must* have assigned session or session dates.
Summer Days and Times 🌞

- Standard time is 80 minute period MTWRF
- “Prime Time” hours noted by # symbol
- Courses that use two or more time slots should be scheduled in non-Prime Time hours

<table>
<thead>
<tr>
<th>Class Begins</th>
<th>Class Ends (No Later Than)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>9:20 AM</td>
</tr>
<tr>
<td>9:30 AM #</td>
<td>10:50 AM #</td>
</tr>
<tr>
<td>11:00 AM #</td>
<td>12:20 PM #</td>
</tr>
<tr>
<td>12:30 PM #</td>
<td>1:50PM #</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>3:20 PM</td>
</tr>
<tr>
<td>3:30 PM</td>
<td>4:50 PM</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>6:20 PM</td>
</tr>
<tr>
<td>6:30 PM</td>
<td>7:50 PM</td>
</tr>
<tr>
<td>8:00 PM</td>
<td>9:20 PM</td>
</tr>
</tbody>
</table>
### Summer 2015 Scheduling Cycle

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Proof Released</td>
<td>Friday, November 21</td>
</tr>
<tr>
<td>1st Proof Due</td>
<td>Friday, December 12</td>
</tr>
<tr>
<td>2nd Proof Released</td>
<td>Friday, January 9</td>
</tr>
<tr>
<td>2nd Proof Due</td>
<td>Monday, January 26</td>
</tr>
<tr>
<td>3rd Proof Released</td>
<td>Friday, February 13</td>
</tr>
<tr>
<td>3rd Proof Due</td>
<td>Monday, March 2</td>
</tr>
<tr>
<td>Tentative Release to STAR</td>
<td>Monday, March 16</td>
</tr>
<tr>
<td>M15 Available on GOLD</td>
<td>Monday, March 23</td>
</tr>
<tr>
<td>Pass 1 Begins</td>
<td>Monday, April 6</td>
</tr>
</tbody>
</table>
Minimum Contact Time

- Minimum contact time is established by the Master Course Approval (MCA)

- The MCA also establishes the distribution of hours (e.g., lecture only; lecture and discussion section, etc.)

- To “convert” the time of a F/W/S course into a summer course, begin by converting required course hours into minutes

- Each “hour” is equal to 50 minutes
# Minimum Contact Time

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Units</th>
<th>If MCA says…</th>
<th>= Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Division (Lab)</td>
<td>2</td>
<td>Primary: 30 hours</td>
<td>1500</td>
</tr>
<tr>
<td>Lower Division (Lec/Discussion Section)</td>
<td>4</td>
<td>Primary: 30 hours, Secondary: 10 hours</td>
<td>1500/500</td>
</tr>
<tr>
<td>Lower Division (Lec/Lab Section)</td>
<td>5</td>
<td>Primary: 20 hours, Secondary: 40 hours</td>
<td>1000/2000</td>
</tr>
<tr>
<td>Upper Division (Lecture only)</td>
<td>4</td>
<td>Primary: 30 hours</td>
<td>1500</td>
</tr>
<tr>
<td>Graduate (Lecture only)</td>
<td>4</td>
<td>Primary: 40 hours</td>
<td>2000</td>
</tr>
</tbody>
</table>
Minimum Contact Time

• Distribute minutes over number of days and weeks for the appropriate session

Sample exercises located
http://summer.ucsb.edu/faculty-staff

⚠️ • Many courses have contact times that exceed the MCA minimum per department practice or faculty preference. Do not change without consulting someone in your department.
Summer Special Courses

• Some courses are offered in coordination with special summer programs. For example:
  
  Travel-Study Programs
  
  On-Line Courses

• Courses may appear on your proof (or STAR) even though you didn’t add them

• Call Summer Sessions before altering!
Summer Session Finals ☀
Summer Final Exams

• Faculty can choose to hold their final exam during the last regularly-scheduled class meeting, OR, they may opt for a separately-scheduled, 3-hour final outside the last class meeting. This information must be included in the course syllabus.

• The Summer proof email will include a form for you to indicate which courses will require a 3-hour final.

• Once courses are known, the Registrar’s office will schedule finals into the appropriate day/time slot and notify departments of their final schedule.
  • However…
Summer Finals

- There are a limited number of final time periods available.
  - The possibility exists for some students to have more than one final in the same time period.
  - It is the instructor’s responsibility to accommodate students with verifiable exam conflicts.
  - If the instructor wishes to schedule a second final for affected students, the Registrar's Office can assist in scheduling an additional alternate final meeting.
- Separate finals must be requested before the start of the session in which the course is offered.
IRAL

Instructor Resource Audit List
IRAL Instructions

• Third Week Census Date
• Taken 15 days after the first day of instruction
• A “snapshot” of the quarter

During the Summer term, the “third week census” date is the fifth day of instruction during each session. The IRAL report is not compiled until the end of the entire Summer term, not after each session.

• Prior to the third week census date…
• Cancel courses with zero enrollment
• Drop students still enrolled in canceled courses
• IRALs printed before the third week census date will be marked as preliminary and will not be accepted
IRAL Instructions

After the third week census date…

• Print the IRAL
• Check for incorrect or missing information
  • Will be notated by blanks and error message on the last page
• Correct missing information (and call or email us with your questions!)
• Sign on signature line on last page
• Turn into/email to the Registrar’s Office

Remember - the printed IRAL report is a tool to make sure that all course and instructor information entered in STAR is correct. Ultimately this information is used by budget and planning.
Commonly Asked Scheduling Questions
Which classrooms are controlled by the Registrar? What are their attributes?

• The General Assignment Room Inventory lists physical and media attributes for each room: [http://registrar.sa.ucsb.edu/Rooms.aspx](http://registrar.sa.ucsb.edu/Rooms.aspx)

• The registrar controls most rooms from 8am through 10pm (except Campbell Hall, Lotte Lehman Hall, and the IV Theaters)

• Contact Instructional Resources at extension 3549 to coordinate the use of media features

• **Other Campus Space**
  • Departments must maintain their own schedule for department rooms
  • Use the Curriculum Edit report to check for conflicts in department rooms
  • The Office of the Registrar cannot verify that department rooms or computer labs are available
What is Delayed Sectioning?

- Indicate on Proofs with “Delayed Sectioning: I”
- There will only be one enrollment code on Proof and on GOLD
- Students enroll with this generic enrollment code which prompts them to then select an instructor, using the instructor’s two digit instructor code
- A new section is then created for this instructor and the student is enrolled
- There is never enrollment in the first primary (0100 section)
Why doesn’t an instructor’s name appear on the proof/in STAR?

- Instructors’ names written on the proof must reflect their STAR Instructor ID
- This is usually Last Name, 1st and middle initial
  - e.g., YANG H T
Why does STAR list an “incorrect” title code? ☀️

Common reasons…

- Appointment has been entered into PPS but the upload hasn’t happened yet
- Summer appointment hasn’t been entered into PPS yet
- There are two title codes in PPS. If PPS lists more than one title code, the highest level will be in STAR
  - EX: Associate - 1507 vs. TA - 2311
Why won’t STAR let me enter a function of 1 for an Associate? ☀️

Common reasons…

• Appointment has been entered into PPS but the upload hasn’t happened yet
• Summer appointment hasn’t been entered into PPS yet
• The grad student may have two appointments: one is as a TA, the other as an Associate. Until STAR lists the Associate title code, it won’t let you assign a function of 1.

💡 TIP: Assign a function of 2 until the title code switches. This way the Associate can access E-grades. But remember to go back and change the function to 1.
When do I need an SAF?

**Use an SAF when…**
- Adding courses/sections
- Canceling courses/sections

…and when changing…
- Day or time in any room
- Registration restrictions
- Registrar controlled rooms
- Changing a session in summer

**Don’t need an SAF when changing…**
- Instructors
- Between two department controlled rooms at the same day and time
- Enrollment maxes (as long as a new registrar controlled classroom isn’t needed)

• SAFs are required once student registration has started
  • Allow time for college approval when necessary
Questions?

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Online Resources

http://www.registrar.ucsb.edu/staffonly.htm
• General assignment classroom inventory
  • Including media features
• Schedule proof FAQ and Legend for Proofs and SAFs
• One-time room request form
• IRAL Instructions
• Academic Support Staff Calendar

http://summer.ucsb.edu/faculty-staff
• Scheduling Courses for Summer
• Sample Exercises for Scheduling Summer Classes
• Summer 2015 Courses Needing a Separate Final Form
THANKS!