THE CATHOLIC UNIVERSITY OF AMERICA

Office of Enrollment Services

Academic Scheduling Manual

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Catalog vs. Semester Schedule

Course Catalog: The catalog is a full accounting of courses offered by the university. It includes courses that are not currently being offered but which have been offered in the past and/or might be offered in the future. The catalog is how the course is "built" and contains details that generally don't change such as

- Title
- Credit Value
- Grading Basis
- Enrollment Requirements
- Component Type(s) etc.

Catholic University of America's catalog has 11,000+ active courses!

Semester Schedule: The schedule is an accounting of the specific courses offered in a specific semester. The semester schedule will not include every course in the catalog, as not all courses are offered every semester. It may include multiple sections of a single course.
The semester schedule is how the course is scheduled. It contains details that vary from semester to semester such as

- Instructors
- Meeting Patterns
- Locations
- Session
- Section Numbers

The catalog and semester schedule are closely related. A class cannot be added to the semester schedule until the course has been built and added to the course catalog. For more information about the course catalog, please visit the Enrollment Services website.

This manual will deal with the Semester Schedule.

The Class Roll

The class roll is a term used to describe the copying of class information from one semester to another. This is the starting point for editing the schedule for the upcoming semester. The default settings for the semester course roll are as follows:

Terms: Previous like-terms copied i.e. Fall 2023 to Fall 2024
Class Status: Only classes with Active and Stop Further Enrollment are rolled
Room Characteristic: rolled
Meeting Patterns: rolled
Instructors: rolled
Class Notes: rolled

A detailed scheduling timeline is posted on the enrollment services website at https://enrollment-services.catholic.edu/faculty-staff/class-scheduling-deadlines/index.html many months in advance of the roll. The general schedule is as follows

Semester	Course Roll Complete	Semester Schedule Due
Summer	December	Early February
Fall	January	Mid February
Spring	August	Mid September

Prior to each semester roll, the office of enrollment services will send out a course roll preference form. This form is not required, but if you wish to amend any of the above parameters you can make these wishes known by completing this brief form. Another advantage to filling out the preference form is that your department or school's classes will roll <u>before</u> the class roll deadline, giving you more time to work on editing the schedule.

Everyone who submits a preference form will receive an email reply when their courses have rolled. You may begin editing the schedule as soon as your classes have rolled. If no form is received by the course preference roll form's due date, your department's classes will be rolled using the default settings. A general email will be sent to the Academic Scheduling email group when the course roll is complete

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Print Class Schedule

The first task that a scheduler should perform is to run the report *Print Class Schedule* . This report will show you every class section that has been rolled over to the new semester.

The long navigation in Cardinal Students for the Print Class Schedule report is Curriculum Management ⊡ Schedule of Classes ⊡ Print Class Schedule

If you have not used the Print Class Schedule function before, go to the "Add a New Value" tab and set up a run control. It can be anything you want. (You only need to do this once)

Print Class Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value

▼ **Search Criteria**

Run Control ID [begins with ▼] [   ]
☐ Case Sensitive
Limit the number of results to (up to 300): [300]

[Search]   [Clear]   Basic Search   Save Search Criteria

Find an Existing Value | Add a New Value

Once you have a run control ID, return to the Print Class Schedule page, click on "Find an Existing Value" and enter your new run control ID

Enter the 4 digit term code (i.e. 1218 for fall 2021)

Enter your Academic Organization Node (If you don't know your Academic Organization Node, you can use the magnifying glass to the right to search for your department)
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For best results, use the following parameters:

- Session: Leave blank
- Schedule Print: Yes
- Print Instructor in Schedule: Yes
- Print by Campus: Check this box
- Campus: Main
- Print by location: Uncheck this box

- Location Code: Leave blank
- Active: Check this box
- Stop Enrl: Check this box
- Cancelled: Uncheck this box
- Tentative: Uncheck this box

Click the Run button in the top right corner

Click OK

The Server Name should read PSNT and "Schedule of Classes" should be checked. These items should automatically populate.

You'll see a process instance number when you are back on the Print Schedule Page

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Click the "Report Manager" link

Go to the Administration tab which is the 3rd tab and click refresh <u>a lot</u> of times until you see "Posted" in the status

Click on the link that says "Schedule of Classes" and it will open in a PDF. (Make sure you don't have pop up blocker enabled.)

The finished report will look similar to the below example.

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Report ID: SR201

The Catholic Univ of America
Schedule of Classes for Fall 2021
Campus: The Catholic Univ of America
Regular Academic Session

Page No. 1 of 14
Run Date: 02/26/2021
Run Time: 15:47:14

Arts & Sciences - Department of Economics - Subject: Economics

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
ECON	101	02	3687	Principles of Macroeconomics	Lecture (Online)	3	

Bldg: TBA   **Room:** TBA   **Days:** TuTh   **Time:** 03:40pm - 04:55pm   **Instructor:** Asquet,Emmanuel T

Class Enrl Cap: 20   **Class Enrl Tot:** 0   **Class Wait Cap:** 0   **Class Wait Tot:** 0   **Class Min Enrl:** 0
Class Equivalents: ECON 101 & 103

This section is for students in any major who have scored a either a 1 or 2 on the Math Placement Test or Scored a C- or better in Math 108 or 110.

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
ECON	101	03	3690	Principles of Macroeconomics	Lecture (Online)	3	

Bldg: TBA   **Room:** TBA   **Days:** TuTh   **Time:** 12:10pm - 01:25pm   **Instructor:** Asquet,Emmanuel T

Class Enrl Cap: 10   **Class Enrl Tot:** 0   **Class Wait Cap:** 0   **Class Wait Tot:** 0   **Class Min Enrl:** 0
Class Equivalents: ECON 101 & 103

This section is for students in any major who have scored a either a 1 or 2 on the Math Placement Test or Scored a C- or better in Math 108 or 110.

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
ECON	102	02	3695	Principles of Microeconomics	Lecture (Online)	3	

Bldg: TBA   **Room:** TBA   **Days:** TuTh   **Time:** 11:10am - 12:25pm   **Instructor:** Nowroozi,Behdad

Class Enrl Cap: 30   **Class Enrl Tot:** 0   **Class Wait Cap:** 0   **Class Wait Tot:** 0   **Class Min Enrl:** 0
Class Equivalents: ECON 102/104 & SRES 101/101H

This section is for students in any major who have scored a either a 1 or 2 on the Math Placement Test or Scored a C- or better in Math 108 or 110.

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
ECON	102	03	3684	Principles of Microeconomics	Lecture (Online)	3	

Bldg: TBA   **Room:** TBA   **Days:** MW   **Time:** 03:40pm - 04:55pm   **Instructor:** Kane,Kevin P

Class Enrl Cap: 20   **Class Enrl Tot:** 0   **Class Wait Cap:** 0   **Class Wait Tot:** 0   **Class Min Enrl:** 0
Class Equivalents: ECON 102/104 & SRES 101/101H

This section is for students in any major who have scored a either a 1 or 2 on the Math Placement Test or Scored a C- or better in Math 108 or 110.

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
ECON	103	01	3681	Principles of Econ I (Honors)	Lecture (Online)	3	

Bldg: TBA   **Room:** TBA   **Days:** TuTh   **Time:** 11:10am - 12:25pm   **Instructor:** Cruz-Zuniga,Martha C.

Class Enrl Cap: 27   **Class Enrl Tot:** 0   **Class Wait Cap:** 0   **Class Wait Tot:** 0   **Class Min Enrl:** 0
Class Equivalents: ECON 101 & 103

This section is reserved for students in the University Honors Program and students majoring in IEFH (International Economics and Finance Honors).

University Scheduling Grid

The Catholic University of America Approved Scheduling Pattern

Effective Fall 2013

Time Periods: Monday-Friday

Period	50 Minute Classes	75 Minute Classes	150 Minute Classes
1*	8:10-9:00	8:10-9:25***	8:10-10:40***
2	9:40-10:30***	9:40-10:55***	9:40-12:10***
3	11:10-12:00	11:10-12:25	11:10-1:40
4	12:40-1:30	12:40-1:55	12:40-3:10
5	2:10-3:00	2:10-3:25	2:10-4:40
6	3:40-4:30	3:40-4:55	3:40-6:10
7	5:10-6:00	5:10-6:25	5:10-7:40
8**	6:40-7:30	6:40-7:55	6:40-9:10

* Classes can start anytime before or within period one as long as they end by 9:00 on M/W/F and 9:30 on T/R
** There is no conforming time requirement for classes starting after 7:30PM
*** FYE classes meet MWF 9:10 & 10:10 there are few rooms available at this time. If scheduling at this time enrollment caps for classes should be 15 or less

Classes must begin and end according to the grid. All classes meeting for 50 minute sessions must begin at the start times in the first column and those in the 75 minute sessions must start at the times in the second column.Meeting patterns:Monday/Wednesday/Friday- for 50-minutes classes that meet three times a weekMonday/Wednesday, Wednesday/Friday, Monday/Friday and Tuesday/Thursday- for 75-minute classes that meet two times per weekOne day per week classes may be scheduled on any day of the week at the 150 minute class times.

Notes: courses that meet for 50 minutes, three times a week must meet on MWF. Unfortunately allowing any other three-day combinations would lead to extensive complications in student schedules.

Distribution Constraints

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Constraints are applied to all classes that have a meeting pattern. The constraints are applied to courses that meet in department spaces. Independent studies and courses without meeting patterns won't be counted. Off-Campus courses are not counted, and the above schedule does not apply.

Departments may schedule UP TO 50% of all their classes during periods 3-5 (prime time).Classes that span multiple periods will be counted multiple times.Departments may schedule UP TO 50% of their courses in the T/R meeting pattern of the courses offered two days per week on any combination of MWF, departments can only have 50% offered on MW. Departments must balance MW offerings with an equal number of MW and/or WF offerings.Once-per-week classes must start according to the 150-minute meeting blocks.

If the once-per-week class starts prior to period 7 it must be paired in a two-day per week meeting pattern (MW, WF, TR) indicated above. For example, a M class starting in period 2 must be balanced with another W class starting in the same period. This matching provision does not apply to classes offered on Friday, beginning with period 6 and later.

Additional clarifications:

Very small departments will have difficulty meeting constraints regarding the spread of courses. Therefore, departments offering 6 or fewer courses per semester do not have to meet this or other percentage constraints, but they are expected nonetheless to provide a reasonable spread of courses over the day and week.Classes can start anytime before or within period one as long as they end by 9:00 am M/W/F and 9:30 am on T/R.There is no conforming time requirement for classes starting after 7:30 pm. FYE sections will continue to meet at the 9:10 and 10:10 time on MWF.There are no specific patterns/constraints that must be followed in summer sessions although departments should be cognizant that they are scheduling classes in a manner which provides all required contact hours.

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Editing the Class Schedule

To edit the class schedule in Cardinal Students, go to *Maintain Schedule of Classes* and edit using the the first three tabs which are *Basic Data, Meetings* and the *Enrollment Control tab*. You will spend the majority of your time editing in. *Maintain Schedule of Classes*.

You can reach the *Maintain Schedule of Classes* page by the following the long navigation Curriculum Management →| Schedule of Classes →| Maintain Schedule of Classes. Enter the term and class information on the landing page as in the example below.

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value

▼ **Search Criteria**

*Academic Institution	= ⌄	CRDNL 🔍
*Term	= ⌄	1238 🔍 — Enter 4 digit term code
Subject Area	= ⌄	ANTH 🔍 - Enter Subject Area Code
Catalog Nbr	begins with ⌄	101 — Enter 3 digit catalog number
Academic Career	= ⌄	Undergraduate ⌄
Campus	begins with ⌄	MAIN 🔍
Description	begins with ⌄	
Course ID	begins with ⌄	🔍
Course Offering Nbr	= ⌄	🔍
Academic Organization	begins with ⌄	

☐ **Case Sensitive**

Limit the number of results to (up to 300): 300

Now Click Search

[Search]   [Clear]   Basic Search 🔍 Save Search Criteria

| Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface |

Course ID 000145 **Course Offering Nbr** 1
Academic Institution The Catholic Univ of America
Term Fall 2023   Undergrad
Subject Area ANTH   Anthropology
Catalog Nbr 101   Cultural Comp. in Global Soc.

Auto Create Component
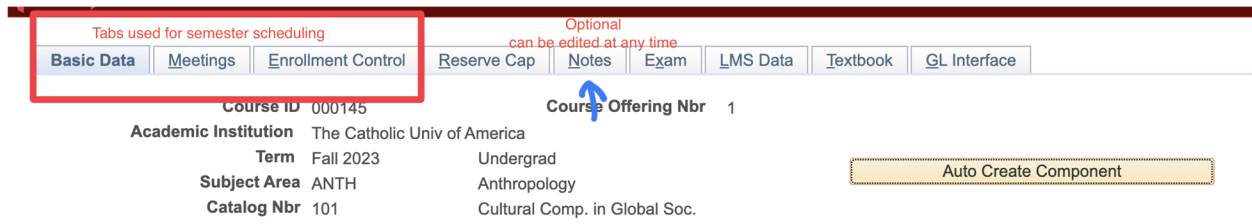
When you call up a class in Maintain Schedule of Classes, you will see a row of tabs at the top of the page. Only the first three tabs are needed for semester schedule editing.

The Basic Data Tab

The basic data tab is where you will review the nuts and bolts of a class section such as the session, section number, location codes and instruction modes. It is also the place where you will <u>delete unwanted sections</u> or <u>add additional sections</u>. Before we take a look at what to review on the basic data tab, let's define some terms used in Cardinal Students.

Session- A session encompasses a date range in which the class takes place. In the Fall and Spring semesters, there are only two sessions, Session1 and the Dynamically Dated (DD) session. Session 1 is the regular academic session. The start and end dates will coincide with the start and end dates of that semester.

A dynamically dated session is shorter than the regular academic session. It can start after the semester begins, end before the semester ends or it can do both. However, the dates cannot start before or end after the regular academic session.

The summer semester currently has 7 different sessions as well as a dynamically dated session. No class sections will start before or end after the longest summer session which is 114.

Session	Semester	Description
Session 1	Fall and Spring Semesters	Encompasses the full semester dates
Session 114	Summer Semester Only	14 week session; longest summer session
ON1	Summer Semester Only	First 7 week session
Session 15	Summer Semester Only	First 5 week session
Session 16	Summer Semester Only	First 6

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Session	Semester	Description
Session 25	Summer Semester Only	Second 5 week session
Session 26	Summer Semester Only	Second 6 week session
Session ON2	Summer Semester Only	Second 7 week session
Session DD	Fall, Spring and Summer Semesters	Dates Vary

Class Section- The various offerings of a class on the semester schedule. Class Sections are numeric in nature. If you are scheduling multiple sections of a class, it is best to use the leading 0 in sections 1–9. Instead of scheduling ENG 101 1, it is best to schedule as ENG 101 01. This will keep your section numbers in chronological order if you have to schedule a section 10 and beyond.

Class Location Codes - Definitions

Class location codes are used to indicate the general **location** of where a course is being offered.

MAIN: All class meetings occur on the main campus.

OFF CAMPUS: All class meetings occur at an off campus location.

ABROAD: All class meetings occur at an abroad location.

ONLINE: All class meetings occur online

IP+OL: Class meetings occur both in person *and* online. These courses will have a minimum of two meeting patterns in Cardinal Students -- one for the in person component and one for the online component.

Location- On the basic data tab, the location field is used to indicate the general location of the offered section. There are five location codes and they are listed below. **Instruction Mode**- These modes refer to how the class is being taught. The instruction modes are listed below.

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Synchronous (S): Students and instructors meet synchronously. All synchronous classes should have meeting patterns in Cardinal Students identifying the days and times the class meets.

Asynchronous (A): Students and instructors interact solely asynchronously. Classes involve well-designed, pre-recorded and preassembled content and planned interactions. Content is accessed by students at an unspecified time, with assignments to be completed by given deadlines. There is NO scheduled meeting requirement for these classes.

Synchronous & Asynchronous (SA): Students and instructors engage in a combination of in synchronous and asynchronous learning. Classes involve well-designed, pre-recorded and preassembled content and planned interactions, in addition to in person interactions during scheduled meeting times. These classes will have a minimum of two meeting patterns in Cardinal Students -- one for the synchronous component (with days and times entered) and one for the asynchronous component (which will have no set meeting pattern).

Full-Time Equivalent (FT): This mode is assigned to any graduate-level class that enables enrolled students to be certified as full-time, as detailed in section II of the Graduate Enrollment policy.*

Exam (EX): This mode is assigned to any exam-only class except for graduate comprehensive exams (which should have the FT instruction mode.)*

Modes indicating a malpractice insurance requirement (LO, MH, ML, MO, NC, PI, SI): This mode is assigned to clinical classes in the Conway School of Nursing, The National Catholic School of Social Service, and the Psychology department in the School of Arts & Sciences, which carry a fee for malpractice insurance.*

Directed Research (DR): This mode is assigned to any directed research class.*

Independent Study (IS): This mode is assigned to any independent study class.*

Internship (IN): This mode is assigned to any internship class.*

*Classes with these modes will generally NOT have assigned meeting patterns.

Schedule Print Checkbox- This box should be checked. Students will not be able to see the section nor register for it if it is unchecked.

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Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 000145   Course Offering Nbr 1
Academic Institution   The Catholic Univ of America
Term   Fall 2023   Undergrad
Subject Area ANTH   Anthropology
Catalog Nbr 101   Cultural Comp. in Global Soc.

Auto Create Component

Class Sections   Find | View All   First ◀ 1 of 1 ▶ Last

*Session 1   Regular Academic Session   Class Nbr 2086
*Class Section 01   *Start/End Date 08/28/2023 12/16/2023
*Component LEC   Lecture   Event ID 000109861
*Class Type Enrollment Section
*Associated Class 1   Units 3.00   Associated Class Attributes
*Campus MAIN   CUA   Add Fee
*Location MAIN   The Catholic Univ of America
Course Administrator   ☑ Schedule Print
*Academic Organization ANTHROPLGY   Anthropology   ☑ Student Specific Permissions
Academic Group ARTSC   Arts & Sciences   ☑ Dynamic Date Calc Required
*Holiday Schedule ACHS   Academic Holiday Schedule   ☐ Generate Class Mtg Attendance
*Instruction Mode S   Synchronous   ☑ Sync Attendance with Class Mtg
Primary Instr Section 01   ☐ GL Interface Required

Class Topic
Course Topic ID   ☑ Print Topic in Schedule

Equivalent Course Group
Course Equivalent Course Group   ☐ Override Equivalent Course
Class Equivalent Course Group

Class Attributes   Personalize | Find | View All | First ◀ 1 of 1 ▶ Last

When reviewing the basic data tab after the course roll, schedulers should be sure to check highlighted sections below, to make sure they are still relevant in the new semester.

The Meeting Pattern Tab

The second tab, the meeting pattern tab is where the meeting pattern, faculty information and room information are located. It's stores most of the information that students need to know about a class section.

Meeting Patterns- are entered on this page. The meeting pattern is the day of the week(s) and the start and end time of a section. In classes such as comprehensive exams, directed research, internships, independent studies and asynchronous online classes, there is traditionally no meeting pattern and it is expected that the mtg pattern box, checkboxes and the start and end time boxes will remain blank.

There is both a meeting pattern text box and meeting pattern checkboxes.[1] When entering the start and end time of a class, only the 12 hour clock is used and the AM

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[1] Wkh p hhwlqj sdwwhuq wh{wer{ lv qrw qhfhvvdu| exw fdq eh khosixd/ Z khq hqwlqj wkh wh{wer{/ p dnh vxuh wkdw wkh fkhfner{hv psdwh1 Wkh urrp lqj vriwz duh rqo| lhdgv wkh fkhfner{hv1

and PM must be capitalized and entered directly after the time without any spaces between.

Every class section must have a **primary room characteristic code**. It tells the software what classes to room. Failure to include a primary rooming code or to edit a primary rooming code may result in the class not receiving a room or an appropriate room. A list of primary room characteristic codes can be found below.

Room Characteristic Codes

Room Characteristic Codes

Primary Classroom Characteristics

Academic Schedulers MUST assign one of these codes to each class section in Cardinal Students.
Failure to assign a primary room characteristic code will prevent a classroom from being assigned.

Room Characteristic Code	Room Description	Notes
46	Computer Lab	Individual PC's for each student and an instructor PC with a projector.
47	Digital Presentation Room	Instructor PC w/DVD and projector/whiteboard
48	No Room Needed	Use for classes that do not meet in person
71	Abroad	Use for classes taught abroad
72	Off-Campus	Use for classes taught off-campus but not abroad
73	Online	Use for classes taught fully online
74	Will Use Department-Controlled Space	Use for classes that will be roomed in an office or in a department-controlled classroom

Secondary Classroom Characteristics

Academic Schedulers may elect to assign a secondary room characteristic code to class sections in Cardinal Students. Assigning a secondary code is only recommended in cases where the requested characteristic represents a specific pedagogical need, as adding a secondary code will limit classroom availability.

Room Characteristic Code	Room Description	Notes
53	Auditorium Style Seating	
54	Tablet Desks	
55	Table & Chairs	
57	Blackout Curtains	
58	Chalkboard	
59	Whiteboard	
61	Close to the Metro	

Secondary Rooming Characteristics are permissible but adding them will greatly limit classroom availability. When in doubt, it is usually best to schedule without them. Adding a secondary characteristic code but no primary rooming code will result in the section not receiving a room. The primary characteristic code must be in place in the first row of room characteristics. There can only be one primary rooming code per class section. Adding two primary rooming codes will also result in the section not receiving a room.

Instructors may not request specific classroom assignments to Academic Schedulers as this greatly interferes with the optimizer and the bulk rooming process. The optimizer seeks optimization of every classroom and department on campus. Instructors can request a type of room using the Room Characteristic Code. Anything beyond this will interfere with the assignment of classrooms to courses.

The **Facility ID** field is where the exact location of a class is listed. Classes that take place on campus will be listed with the building and the room number. If a department is requesting an enrollment services classroom, the facility id must be left blank. Under no circumstances should a school or department scheduler or administrator enter an enrollment services classroom in the facility id box. Enrollment Services will assign a classroom during the rooming period indicated in the class scheduling deadlines posted on the Enrollment Services website. A full listing of **Enrollment Services Classrooms** can be found in the **Appendix.**

If you are scheduling a class section in Department Space, Abroad, Off Campus or Online you can and should enter the appropriate information in the facility id box. Leaving the box blank will cause your class to appear in the student view as Room:TBA. This can be confusing for students. The chart below indicates what should be entered in the facility id.

Broad Location/ Type of Class	What to Enter in the Facility ID Box
MAIN	Department Space Locations Only **Never Enrollment Services Owned Spaces**
ABROAD	ABROAD **or** ROME
OFF CAMPUS	OFF CAMPUS **or** Facility Name of the off campus space
ONLINE	ONLINE ASY- for asynchronous classes **or** ONLINE- for synchronous classes

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Broad Location/ Type of Class	What to Enter in the Facility ID Box
IP + OL	In person meeting pattern- leave blank (unless department space used) **and** ONLINE ASY **or** ONLINE for the online meeting pattern
Research, Dissertation, Comprehensive Exams, Independent Studies, Internships and/or any sections that traditionally does not have a meeting pattern	NO RM ASSN- No room assigned

Assigning Instructors to a Section

Instructors are also assigned to sections on the meeting tab. Simply add their faculty id number in the box marked id. If your department has hired a new faculty member, they have to be added to the Instructor/Advisor Table before they can be added to this section. Information on how to add new faculty to the Instructor/Advisor Table can be found here.
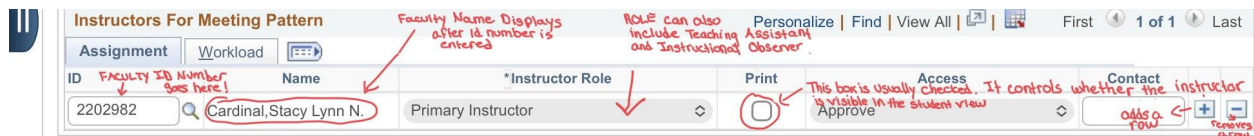
Teaching Assistants are handled the same way as faculty. If they are new, they will need to be added to the instructor/advisor table as a Teaching Assistant. Their student id number is used to assign them to sections.

Enrollment Control Tab

The fields on this tab controls matters that deal with the registration. Namely, the number of students and whether they will need the department's permission to register.

Class Status- There are three statuses that are used by the University. They are Active, Cancelled and Stop Further Enrollment. Tentative Section is not used. Schedulers should never used the Cancelled Section status. Cancelled Section is only used by the Office of Enrollment Services. When Departments have access to edit the schedule, they should simply delete the unwanted section from the semester schedule. See page 20 for instructions on how to delete sections from the semester schedule.

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Class Status	About the Status
Active	This is the default setting and makes the section available for registration
Stop Further Enrollment	This status hides the section from the student view and students are unable to register. **Note: If a section's last status was Stop Further Enrollment, that section will roll with the same status.**
Cancelled Section	Schedulers should never used this status. It is for the Office of Enrollment Services Only
Tentative Section	This status is not used by the University. Do not use.

Add Consent- There are 2 working options for add consent. No Special Consent Required means that anyone who meets the requisites of a section may enroll. Instructor Consent does not work and should never be used. Department Consent Required means that you will have to give the student Consent Required Permission in order for them to enroll in the section. Please see page 28 on How to Give Department Consent Permission.

Enrollment Status- will let you know whether the section is Open or Closed.

Enrollment Capacity- You should enter the number of students you want in the section here.

Requested Room Capacity- Must match the Enrollment Capacity

Wait List Capacity- If you would like a wait list for a section, you may enter the desired amount in this field.

These should be the only fields you will have to touch on the Enrollment Control Tab.

Adding Sections to an Existing Class on the Schedule

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Course ID 000145   Course Offering Nbr 1
Academic Institution The Catholic Univ of America
Term Fall 2023   Undergrad
Subject Area ANTH   Anthropology
Catalog Nbr 101   Cultural Comp. in Global Soc.

Enro   Last

| Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface |

Make sure you are on the basic data tab

Course ID 016769   Course Offering Nbr 1
Academic Institution The Catholic Univ of America
Term Fall 2023   Undergrad
Subject Area TEST   Test Courses
Catalog Nbr 100   Test Course

[Auto Create Component]

Class Sections   Find | View All   First   1 of 1   Last

*Session 1   Regular Academic Session   1. Click the + button to start a new section   Class Nbr 5574   [+] [-]
*Class Section 01   *Start/End Date 08/28/2023 — 12/16/2023
*Component LEC   Lecture   Event ID
*Class Type Enrollment Section
*Associated Class 1   Units 2.00   Associated Class Attributes
*Campus MAIN   CUA
*Location MAIN   Catholic U Main Campus   [Add Fee]
     ☐ Schedule Print
Course Administrator   ☑ Student Specific Permissions
*Academic Organization CRDNL   Catholic University of America
Academic Group CRDNL   Catholic University of America   ☐ Dynamic Date Calc Required
*Holiday Schedule ACHS   Academic Holiday Schedule   ☐ Generate Class Mtg Attendance
*Instruction Mode S   Synchronous   ☑ Sync Attendance with Class Mtg
Primary Instr Section 01   ☐ GL Interface Required

Class Topic

Course Topic ID   ☐ Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group   ☐ Override Equivalent Course
Class Equivalent Course Group

Class Attributes   Personalize | Find | View All | First   1 of 1   Last

*Course Attribute	Description	*Course Attribute Value	Description		
				[+]	[-]

2. Don't forget to click Save

[🖫 Save]   [Return to Search]   [Notify]

During the department open editing process, you can easily add sections to an existing class. To add a section, navigate to the existing section in Maintain Schedule of Classes. Make sure you are on the Basic Data Tab.
1. While on the basic data tab, click the (+) button in the upper right corner.
2. Fill in session and new section number. Proceed scheduling as usual.
3. Save

Deleting a Section from the Class Schedule

All active classes from the previous like semester are copied into the new semester. There may be classes in which you choose to reduce the number of sections or just remove the class from the semester schedule entirely. This will only remove the section from the semester schedule. It can be recalled using the Class Scheduling Request form if it needs to be added back to the semester schedule.

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1. While on the Basic Data Tab, click the (-) button in the upper right hand corner
2. Click Save (this is important!)

If you do not click save after you press the (-) minus button, the section will not be removed from the semester schedule.

Associated Class Sections

There are some classes that your department may have set up in the catalog to have multiple components. The intention is for the student to register for both components in one transaction. This happens mostly in classes that have a lecture and a corresponding lab or discussion. These are associated class sections. Both components must be scheduled and associated with each other on the semester schedule. If you schedule just one component without notifying enrollment services, that section will not appear in the student view and no one will be able to register for it.

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To associate two or more sections, the associated class number for the section must be the same. The numbering convention for associated class sections typically start at 55. The main component section, usually a lecture component, should be scheduled as seen in the image below.

You will have to make a few more changes when scheduling the secondary component. Follow these instructions:

1. Click the (+) button in the upper right hand corner on the basic data page to add a new section.
2. Add the section number. The numbering convention for sections with secondary components typically start at 31.
3. Change the Associated Class Number to the same number that you used to schedule the primary component. In this case 55.
4. Go back to the Component field and select the magnifying box. Choose the secondary component from the list.
5. Go the Class Type field and pull down the menu to change it to Non-Enrollment Section

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| Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface |

Course ID 005629   **Course Offering Nbr** 1

Academic Institution The Catholic Univ of America

Term Spring 2023   Undergrad

Subject Area MDIA   Media & Communication Studies

Catalog Nbr 202   Media and History

[Auto Create Component]

Class Sections   Find | View All   First ◀ 3 of 4 ▶ Last

*Session 1   Regular Academic Session   **Class Nbr** 3071   [+] [−]

*Class Section 31   ***Start/End Date** 01/09/2023 📅 05/06/2023 📅

*Component DIS 🔍   Discussion   **Event ID** 000108030

*Class Type Non-Enrollment Section ⌄

*Associated Class 55   **Units** 3.00   Associated Class Attributes

*Campus MAIN   CUA   [Add Fee]

*Location MAIN 🔍   The Catholic Univ of America

Course Administrator 🔍   ☑ Schedule Print

*Academic Organization MEDIASTDS 🔍   Media & Communication Studies   ☑ Student Specific Permissions

Academic Group ARTSC   Arts & Sciences   ☐ Include in Dynamic Date Calc

*Holiday Schedule ACHS 🔍   Academic Holiday Schedule   ☐ Dynamic Date Calc Required

*Instruction Mode P 🔍   In Person   ☐ Generate Class Mtg Attendance

Primary Instr Section 31   ☑ Sync Attendance with Class Mtg

☐ GL Interface Required

Class Topic

Course Topic ID 🔍   ☐ Print Topic in Schedule

Bound / Combined Classes

Bound Classes or Combined Classes are two or more sections that meet in the same place, at the same time and are taught by the same instructor. Bound classes must have the same instruction mode, meeting pattern and instructor.

It is very important that bound requests are made by the deadline listed on the semester's scheduling timeline. Bulk rooming is the next step and it is necessary that all of the intended bound classes are scheduled in the same room. The rooming program uses the bound cap to schedule these classes in a room with a large enough capacity. Failure to submit a bound class request form may result in the classes being unable to be roomed. It also makes long and unnecessary work for the person rooming classes.

Editing Bound Classes

When editing the meeting pattern or instructor field of a class that has already been bound, schedulers must remember to go to the page "Schedule Class Meetings" rather than the usual "Maintain Schedule of Classes". Only one of the bound sections needs to be edited. Clicking save will update all other bound sections. The long navigation is Curriculum Management → Schedule of Classes →Schedule Class Meetings.

Viewing Bound Class Information

To view the bound class information, go to the Enrollment Control tab in Maintain Schedule of Classes. If there is a blue hyperlink that says "Combined Sections" a binding has occurred. Click on the link to see all of the binding information.

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Bound sections do not roll over to the new semester. They must be requested every semester. If your department utilizes many reoccurring bound sections, you may want to keep a spreadsheet to keep track of them

To request sections to be bound, you must complete a bound request form. All scheduling forms can be found on the enrollment services website.

Reserve Caps

You can reserve seats in a section for a certain student population. Reserve caps cannot be overridden so think carefully before setting a reserve cap. If you know that you would like to open any unclaimed reserved seats to the larger population on a specific date, you can also set an expiration date for the reserve cap.

Reserve caps are not copied over in the semester roll so they must be requested every semester. Use the class change form to request a reserve cap for a section.

Non-Conforming Class Times

All class sections should take place within the University Scheduling Grid . You may request that a section be scheduled outside of the university scheduling grid. You must complete a Non-Conforming Approval Request Form . These forms will be considered after the bulk rooming has occurred. Please keep in mind that rooming in Enrollment Services Classrooms may not be possible. Registration may also be low due to conflicts with other classes on the university schedule.

Rooming

It is very important to have as much information on the semester schedule as possible before the editing deadline ends. After the deadline, enrollment services will begin the daunting task of rooming classes. Correct data on the class schedule is essential for a smooth rooming process. Sections that do not have a room listed by the time schedule becomes visible to students will be hidden from the schedule. Enrollment Services will not allow registration for classes that may not be able to be roomed.

Faculty With Accommodations

Faculty requesting ADA accommodations must be initially approved by Human Resources. Once they have been approved, Human Resources will reach out to Enrollment Services with the information necessary to appropriately room classes taught by the faculty member needing accommodations. Enrollment Services will keep a record of the accommodations necessary for upcoming semesters.

Faculty ADA Accommodation room numbers are assigned immediately after the open editing period and before the bulk rooming. This assures that they will get the rooms they need. It is very important that these faculty members are assigned to their correct sections in Cardinal Students. If you need to add a faculty member needing accommodations to an additional section after the open editing process is over, please submit a Special Rooming Request Form.

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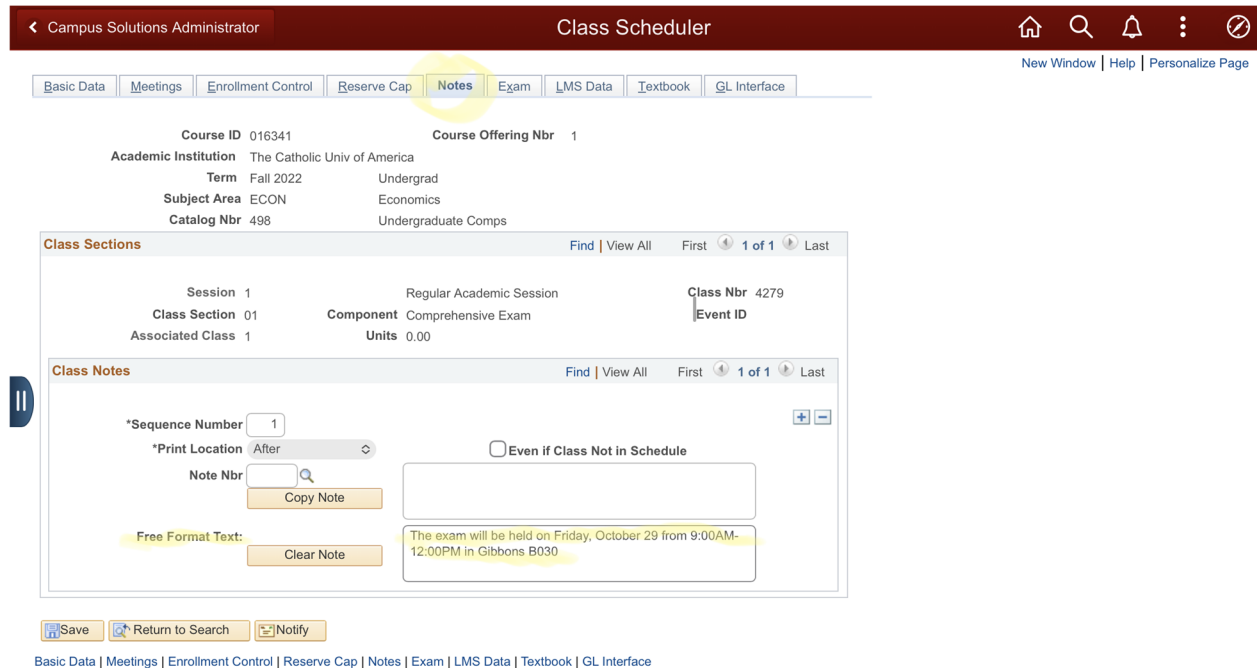#

Back-to-Back Rooming Requests

Before the open editing period ends, check your schedule for faculty that are teaching in adjacent time periods. Submit the Special Rooming Request Form by the deadline so that faculty can be assigned to the same room or at least, the same building.

Comprehensive Exams

The meeting pattern and room location for comprehensive exams are not added to the meetings tab in Cardinal Students. The primary room code will either be 48- No Room Assigned or 73- Online. The Facility ID field should also read either NO ROOM ASSIGNED or ONLINE respectively.

If the comprehensive exams are not held online or in department space you should request a room through 25Live. Rooms for comprehensive exams cannot be processed until after add/drop. This office can only assign classrooms that are owned by Enrollment Services. For a list of all Enrollment Services classrooms, please see the Appendix

After the date, time and location of the exam has been established, you may list the information in the free format box on the Notes tab in Maintain Schedule of Classes. You will always maintain access to edit the notes field.

Final Examinations

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The general <u>final exam schedule</u> is posted on the enrollment services website months before the start of the new semester. It will only contain the day and time of exams. There is quite a bit of coding that takes place to room and upload the final exam schedule to Cardinal Students. The Assistant Director of Curriculum Management will send an email to the Academic Scheduling email group to notify departments when the schedule is uploaded and correct. This takes place approximately a month before the final examination week.

Whenever possible, the room assignments for the exam will be the same room assignment in which the lecture took place. Unfortunately, this is not always possible.

Students and Faculty will be able to see the examination time and location through their view of Cardinal Students. Academic Schedulers will be able to see all of the exam information by clicking on the Exam tab on the desired section in Maintain Schedule of Classes.

Instructors must follow the published examination schedule. If a true conflict has occurred, the department must petition the appropriate vice-provost for a change of date and/or time. At the time of this publication, the vice-provost for undergraduate studies is Dr. Lynn Mayer and the vice-provost for graduate studies is Dr. Steve Brown.

Class Scheduling Report

Department semester schedules should be checked carefully before the open editing section ends. If classes are not set up on the schedule correctly this may prevent the class from getting roomed and it could even negatively impact registration. Fortunately, there is a tool that will point out any issues so that you can correct them before your

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editing access ends. Every department must run the Class Scheduling Report (formerly the Compliance Report) before the editing access for the semester ends.

After the Scheduling Period Ends

After the open editing period for scheduling ends, your ability to make changes to sections in Cardinal Students will be dramatically reduced. After your access ends you will need to submit scheduling forms to make most changes to classes in Maintain Schedule of Classes. Any scheduling forms submitted after the scheduling deadline will not be processed until after bulk rooming has been completed. This could take up to a month. The Academic Scheduling email group will be notified when bulk rooming is complete.

Keep in mind that late changes or schedule requests are subject to room availability. Enrollment Services will not allow an un-roomed class to appear on the semester schedule. An un-roomed class section will be hidden and made unavailable for registration.

Check the table below for a list of fields that can or cannot be edited after access ends.

Editing Action or Field	Location of Action/ Field	Can it be edited after deadline?	What to do if you can't edit
Session	Basic Data Tab	**NO**	Fill out a Class Change Request Form
Section No	Basic Data Tab	**NO**	Fill out a Class Change Request Form
Location	Basic Data Tab	**NO**	Fill out a Class Change Request Form
Instruction Mode	Basic Data Tab	**NO**	Fill out a Class Change Request Form
Course Topic ID	Basic Data Tab Meetings Tab	**YES**	
Using the (+) button to add an additional section	Basic Data Tab	**NO**	Fill out the Class Scheduling Request Form

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Editing Action or Field	Location of Action/ Field	Can it be edited after deadline?	What to do if you can't edit
Using the (-) button to remove a section	Basic Data Tab	**NO**	Fill out the Class Scheduling Request Form
Add a department space, ONLINE or NO ROOM ASSGN to the Facility ID	Meetings Tab	**NO**	Fill out the Special Rooming Request Form to add a department space room
Meeting Pattern	Meetings Tab	**NO**	Fill out a Class Change Request Form
Room Characteristic Code	Meetings Tab	**NO**	Fill out a Class Change Request Form
Add/Remove Instructor	Meetings Tab	**YES**	
Add/Remove Teaching Assistant	Meetings Tab	**YES**	
Enrollment Capacity	Enrollment Control Tab	**NO**	Fill out a Class Change Request Form
Wait List Capacity	Enrollment Control Tab	**YES**	
Class Status Drop Down Menu	Enrollment Control Tab	**NO**	Fill out a Class Change Request Form
Add/Remove Consent	Enrollment Control Tab	**YES**	
Add/Remove Notes	Notes Tab	**YES**	

Granting Class Permissions

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Class permissions are not a part of Schedule pf Classes, but it is strongly connected and you will need to know how to grant permissions when needed. The university uses four types of permissions in Cardinal Students. As a department scheduler, you will only be responsible for granting two of them. The permissions are:

Department Consent- This is the most common consent given. This is controlled on the Enrollment Control tab and you can toggle it on and off at any time. When department consent is on, no one will be able to register for the section without being granted permission.

Requisites Not Met- This permission is for students who have not met all the requirements of the class that have been set in the catalog. If the professor decides that they would like the student to enroll in the class despite not meeting the requisites, you can grant this permission.

Career Restriction- This permission is for students trying to register for a class outside of their career. A career is undergraduate, graduate, law, consortium and non-degree. If an undergraduate student tries to register for a graduate class, it is important to note that the student will be graded using the graduate basis and not the undergraduate grading basis. Graduate students registering in an undergraduate class will not receive credit for the class. This permission is given by the Academic Dean's Office.

Permission Time Period- This permission is for students that are trying to add a class after the add/drop period. This permission must be approved by the appropriate vice-provost. At the time of this publication, the vice-provost for undergraduate studies is Dr. Lynn Mayer and the vice-provost for graduate studies is Dr. Steve Brown.

Academic Schedulers will grant permission for the first two, Department Consent and Requisites Not Met. The long navigation for the Class Permissions Page is Records and Enrollments ⊡ Term Processing ⊡ Class Permissions

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On the page, box as below.

has make the

class permissions click the permissions seen in the image Permissions are section specific, so if the class multiple sections, sure that you are on correct section.

On the next page, check the either Consent Required or Requisites not Met, then enter the student's ID number in the ID box. Always ask students for their ID number. Never use Cardinal Students to look up the ID of students. There may be more than one student with the name or you may view an old prospect ID number. In any case, the student will not receive the desired permission.

Permission to Add | Permission to Drop

Course ID 000145		**Course Offering Nbr** 1		
Academic Institution The Catholic Univ of America				
Term Fall 2023		Undergrad		
Subject Area ANTH		Anthropology		
Catalog Nbr 101		Cultural Comp. in Global Soc.		

Class Section Data   Find | View All   First ◄ 1 of 1 ► Last

Session 1	Regular Academic Session	**Class Nbr** 2086	**Class Status** Active
Class Section 01		**Class Type** Enrollment Section	
Component Lecture		**Instructor**	
		Mich,Tadeusz	

☑ Student Specific Permissions

▼ **Defaults**

Expiration Date 12/16/2023 📅

Check either Consent Required or Requisites Not Met, depending on the request. (The default is Consent Required)

Permission Valid For

	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1	☐	☐	☑	☐	☐

Assign More Permissions [ ]   [Generate]

Class Permission Data   Personalize | Find | View All | ⧉ | 🖩   First ◄ 1 of 1 ► Last

General Info | **Permission** | Comments | ▦

Enter the students ID Number in this box. Always ask the student for their ID number

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1	1	[ ] 🔍	☐	☐	☑	☐		➕	➖

[💾 Save] [🔄 Return to Search] [✉ Notify]

Permission to Add | Permission to Drop

On the General Info tab, you will be able to tell whether the student has used the permission or not.

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Appendix

Where to Go for Additional Information
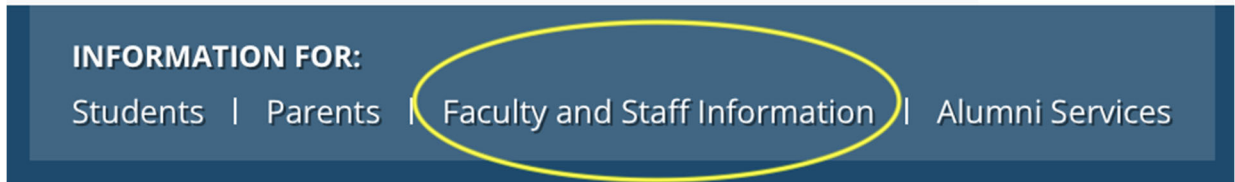
There is a lot of information and resources on the Enrollment Services website. Go to www.enrollment-services.catholic.edu, then click the "Information for Faculty and Staff" in the upper right hand corner.

Information for Faculty and Staff

General Resources

- Academic Calendar
- Audit Instructions
- Cardinal Students Navigation Guides for Faculty
- Cardinal Students Navigation Guides for Staff
- Classroom Information
- Classroom Listing by Building
- Classroom Listing by Room Size
- Classroom Listing by Layout
- Class Scheduling Grid
- Contact Hours Chart
- Course Component Types
- Degree Audit Reports
- Enrollment Appointment Schedule
- FERPA Training
- Final Exam Policy
- Final Exam Schedule
- Forms
- Grading Basis Types
- Instruction Modes & Location Codes
- Registration Error Message FAQ

Class Scheduling Resources

- Class Scheduling Deadlines
- Curriculum and Scheduling Forms
- Scheduling Forms
- Scheduling Grid
- Training Resources for Class Scheduling

Monthly Training Seminars

The Office of Enrollment Services offers monthly training seminars for faculty and staff. Seminars cover a variety of topics including registration, student records, class scheduling, and student accounts. Administrators are strongly encouraged to attend, as the seminars are designed to cover the areas in which the office receives the most inquires from faculty and staff.

Upcoming Seminars

Registration Troubleshooting Workshop

This workshop for faculty and staff provides an overview of registration holds and common student enrollment errors. How to view enrollment and drop transactions (both attempted and successful) in Cardinal Students will also be covered. This workshop is designed for individuals who provide advising or other assistance to students.

- Friday, March 31st @ 11:00am - Hannan 106

Past Seminars

View resources from past seminars →

FACULTY AND STAFF INFORMATION

Degree Audit

Scheduling Grid

Curriculum and Scheduling Forms

Training Resources

Forms

You will want to bookmark this page. This page is just for you. It contains links to **25 Live Room Requests**

Use your regular university credentials to sign in to 25 Live and request an ad-hoc room for an class or examination.

To schedule an ad-hoc study session or make-up class, use the event type Class Meeting/Make-Up Class. Only search for Enrollment Services owned classrooms. We

cannot approve any other spaces. Do not use 25 Live to request another classroom for a regular class on the schedule. Submit a Special Rooming Request form instead.

Use the event type Testing, not Exam to request a room for a comprehensive exam, or another one-off examination such as HESI Testing Do not use 25 Live to request other arrangements for Final Examinations. You must contact the appropriate vice-provost. Only search for Enrollment Services owned rooms in 25 Live.

Google Drive Shared Folder

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You can find documents, slides and video presentations on class scheduling by accessing the shared google folder called ES- Classrooms. If you are a member of the Academic Scheduling email group, you have access to the folder E-Classrooms. The folder is located on your google drive in the shared folder.

ES-Classrooms

CUA – ES Room Pictures

Slides from Worksh...tions

Video Tutorials

CUA-LIST_OF...ROOMS

Catalog Documents

Class Scheduling Documents
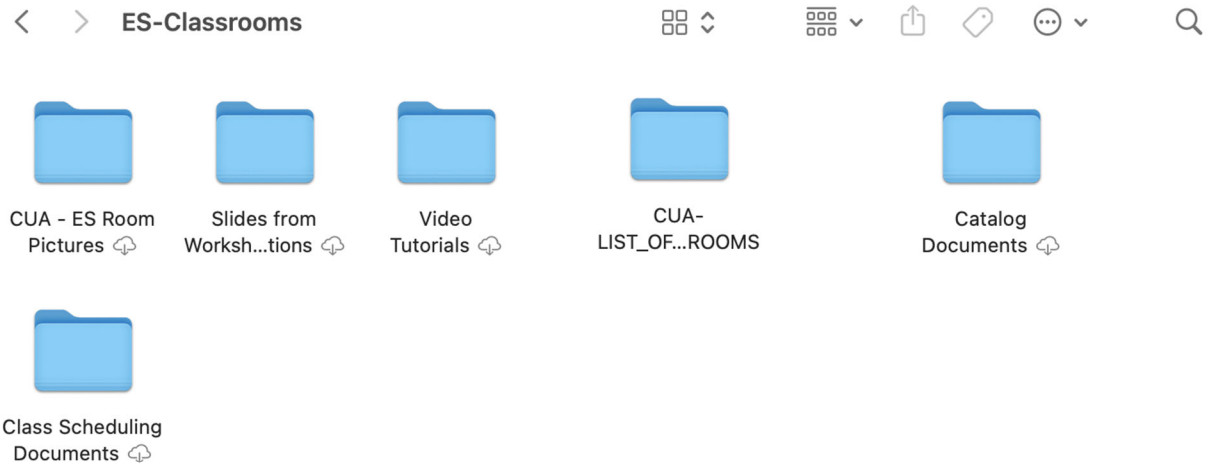
Enrollment Services-controlled Classrooms

These rooms are the primary spaces for classes (REGISTRAR OFFICE CLASS events in 25Live). They are available for Pryz schedulers to use for events AFTER the add/drop period for a given term. No non-class events should be scheduled in these classrooms until the third week of the semester (after add/drop ends).

FACILITY	CAP	SD CAP	TYPE	NOTES
Aquinas 102	105	32	Auditorium	Auditorium Style Seating; Blackboard-long; School of Philosophy has standing reservation (PHIL 843) on Fridays 2-5 to accommodate lecture series. Aquinas 1st floor Foyer is auto-reserved when the auditorium is reserved.
Aquinas 108	30	13	Digital classroom	Tablet Arm Desks; Blackboard; Math department needs this for their dept. colloquium on Wednesday nights.
Aquinas 201	30	14	Digital classroom	Tables and Chairs; Blackboard-long
Caldwell 107	48	20?	Digital Classroom	New as of Spring 2023 ; Tables and Chairs;
Caldwell 109	36	15	Digital classroom	Tables and Chairs; Chalkboard; mobile whiteboard added
Caldwell 117	32	15	Digital classroom	**Tables and Chairs; Chalkboard-Long**
Caldwell 119	32	16	Digital classroom	Tables and Chairs; Chalkboard; mobile chalkboard added
Caldwell 121	48	20	Digital classroom	Tables and Chairs; Chalkboard-Long
Gibbons B030	27	10	Digital classroom	Tablet Arm Desks; Whiteboard
Gibbons B031	40	18	Digital classroom	Tablet Arm Desks; Whiteboard
Gibbons B032	38	17	Digital classroom	Tablet Arm Desks; Whiteboard-long
Gowan 126	279	52	Auditorium	Auditorium Style Seating; Chalkboard-long
Gowan 400	34	15	Digital classroom	Tablet Arm Desks; chalkboard; mobile chalkboard added
Gowan 401	25	9	Digital classroom	Tablet Arm Desks; chalkboard; mobile chalkboard added

Gowan 408	30	**14**	Digital classroom	Desks w/ casters
Gowan 410	12	**6**	Digital classroom	Desks w/ casters arranged in a circle; small seminar room
Gowan 413	35	**18**	Digital classroom	Tablet Arm Desks
Hannan 103	30	**12**	Digital classroom	Desks w/ casters; Chalkboard-long
Hannan 105	23	**10**	Digital classroom	Tablet Arm Desks; Chalkboard-long
Hannan 106	97	**18**	Auditorium	Auditorium Style Seating; Chalkboard-long
Hannan 108	185	**32**	Auditorium	Auditorium Style Seating; Chalkboard-long; Dept. of Physics has standing reservation (PHYS 785) Wednesdays 4-6 pm.
Hannan 132	38	**18**	Digital classroom	Tablet Arm Desks; Chalkboard-lng
Hannan 134	16	**8**	Computer lab / Small Seminar Room	This is a Hybrid Classroom with tables in the center of the room. Small seminar classes are scheduled here; Whiteboard
Leahy 50	20	**9**	Computer lab / Small Seminar Room	This is a Hybrid Classroom with tables in the center of the room. lasses are scheduled here; Whiteboard
Leahy 51	22	**10**	Computer lab/ Small Seminar Room	This is a Hybrid Classroom with tables in the center of the room. lasses are scheduled here; Whiteboard
Maloney 203	280	**48**	Auditorium	Auditorium Style Seating; No fixed writing board
Maloney 204	45	**21**	Auditorium	Auditorium Style Seating; Case Study Room
Maloney 206	24	**12**	Computer lab	Special terminals for business students- Now unavailable for other classes
Maloney 207	45	**21**	Auditorium	Auditorium Style Seating; Case Study Room
Maloney 316	45	**21**	Auditorium	Auditorium Style Seating; Case Study Room

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Contact Us

If you need help with with setting up or scheduling classes, please contact enrollment services at cua-classes@cua.edu. Please do not reach out to our personal email addresses. Writing to cua-classes@cua.edu will ensure that your message is seen by the proper staff member in a timely manner.

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Maloney 317	24	8	Digital Classroom	Interactive Learning Classroom; Whiteboard
Maloney 318	18	6	Digital Classroom	Tables and Chairs; Whiteboard
Maloney 326	48	18	Digital Classroom	Tables and Chairs; Whiteboard
Maloney 327	24	8	Digital Classroom	Interactive Learning Classroom; Whiteboard
McCort-Ward 114	31	15	Digital classroom	Tablet Arm Desks; chalkboard; mobile chalkboard added
McCort-Ward 208	30	15	Digital classroom	Tablet Arm Desks; chalkboard
McCort-Ward 209	30	15	Digital classroom	Tablet Arm Desks
McGivney 003	30	14	Digital classroom	Tables and Chairs; Whiteboard; Shared with JPII
McGivney 004	22	10	Digital classroom	Tables and Chairs; Whiteboard; Shared with JPII
McGivney 005	12	4	Digital classroom	Tables and Chairs; Whiteboard; Small Seminar Room; Shared with JPII
McGivney 009	17	5	Digital classroom	Desks w/ casters; Whiteboard-long
McGivney 011	12	4	Digital classroom	Desks w/ casters arranged in a circle; small seminar room
McGivney 012	38	16	Digital classroom	Desks w/ casters; Whiteboard-long
McGivney 014	50	21	Digital classroom	Desks w/ casters; Chalkboard-long
McGivney 015	11	4	Digital classroom	Desks w/ casters arranged in a circle; small seminar room
McGivney 106	128	24	Auditorium	Auditorium Style Seating; Shared with JPII; McGivney Hall Foyer is auto-reserved when the auditorium is reserved.
McGivney 108	12	6	Digital classroom	Tables and Chairs; Whiteboard; small seminar room
McMahon 112	32	15	Digital classroom	Tables and Chairs;- Chalkboard- fairly long; mobile chalkboard added

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McMahon 200	58	**16**	Auditorium (small)	Auditorium Style Seating; Chalkboard
McMahon 201	58	**16**	Auditorium (small)	Auditorium Style Seating; Chalkboard
McMahon 311	48	**?**	Digital classroom	Table and Chairs; Whiteboard-long; mobile whiteboard added
McMahon 316	18	**8**	Digital classroom	Table and Chairs; Whiteboard
McMahon 318	37	**16**	Digital classroom	Tablet Arm Desks; Whiteboard
Nursing-Biology 159	30	**13**	Regular classroom	Offline Summer 2023
Nursing-Biology 257	12	**6**	Regular classroom	Tablet Arm Desks; Chalkboard
Nursing-Biology 350	42	**15**	Digital classroom	Table and Chairs; Mobile Chalkboard
Nursing-Biology B054	36	**15**	Digital classroom	Table and Chairs; Chalkboard-Large
O'Boyle 106	35	**14**	Digital classroom	Tablet Arm Chairs; Chalkboard- fairly large
O'Boyle 108	40	**24**	Digital Classroom/ Computer Lab	Hybrid Room. Only 27 tablet desks for regular classroom setup. Computer Terminals around the perimeter of the room; 2 mobile whiteboards only
O'Boyle 220	20	**9**	Digital classroom	Tablet Arm Desks; Chalkboard-Large
Pangborn 203	15	**6**	Digital classroom	Tablet Arm Desks; Chalkboard-Large
Pangborn 204	25	**9**	Digital classroom	Tablet Arm Desks; Chalkboard-Large
Pangborn 205	25	**9**	Digital classroom	Tablet Arm Desks; Chalkboard-Large
Pangborn 301	30	**13**	Computer lab	Computers at Table; Whiteboard

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Pangborn 302	22	**13**	Computer lab	Computers at able around the perimeter of the room; 2 empty tables in the center of the room; Chalkboard
Pangborn 303	24	**11**	Computer lab	Computers at table; Chalkboard and mobile whiteboard
Pangborn 322AB	30	**9**	Digital classroom	Tablet Arm Desks; Chalkboard
Pangborn G003	40		Digital classroom	Tablet Arm Desks; Chalkboard
Pangborn G022	27	**8**	Digital classroom	Desks w/ casters; Whiteboard-Long
Pangborn G023	40	**12**	Computer lab	Computers at Desks; Chalkboard-Long
Pangborn G024	25	**10**	Digital classroom	Tablet Arm Desks; Chalkboard-Long
Pangborn G035	32	**15**	Digital classroom	Tables and Chairs; Chalkboard-Long
Shahan 201	17	**8**	Digital classroom	Tablet Arm Chairs; Whiteboard
Shahan 203	15	**6**	Digital classroom	Tablet Arm Chairs; Whiteboard
Shahan 204	24	**16**	Digital classroom	Table and Chairs; Whiteboard
Shahan 205	15	**6**	Regular classroom	Tablet Arm Chairs; Whiteboard
Shahan 302	22	**19**	Computer lab/ Small Seminar Room	Hybrid Room; tables and chairs in the center of the room and can accommodate 13; computer terminals around the perimeter of room.
Shahan 303	32	**15**	Digital classroom	Desks w/ casters; Whiteboard
Shahan 304	15	**6**	Digital classroom	Desks w/ casters; Whiteboard
Shahan 306	35	**19**	Digital classroom	Tables and Chairs; Whiteboard
Shahan 307	30	**15**	Digital classroom	Desks w/ casters; Whiteboard

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