

Spring 2024 Scheduling: Deadlines, Reminders, & Updates

THE CATHOLIC
UNIVERSITY
OF AMERICA



Office of
Enrollment Services

Housekeeping for Current Semester

- Post-Add/Drop Enrollment
 - Instructions sent via email at 12am on Saturday
 - Academic Dean + Vice-Provost must approve
- Enrollment Services manages classroom assignments but does not manage technology or facilities issues
 - Technology issues in classrooms need to be reported to Technology Services
 - Facilities issues in classrooms need to be reported to Facilities
 - Unless something is un-fixable (very rare!), we would not assign a new room for either of the above
 - If an alternate space is available, we may temporarily assign it, but the issue needs to first be reported to the appropriate office

Class Cancellations

- MAKE SURE YOU ARE NOTIFYING ENROLLMENT SERVICES OF CLASS CANCELLATIONS!!!
 - Enables us to free up the room for other uses
 - Ensures that students aren't penalized with W grades due to the department deciding not to run a class
- Before submitting a request for a cancellation, be sure to contact any enrolled students to notify them.
 - Once the class is cancelled the roster will clear and you won't know who to notify!
 - **No need to instruct students to drop** -- when the class is cancelled they will be auto-dropped -- but send them a notification as a courtesy

Key Deadlines for Spring 2024 Scheduling

- **Monday, September 18**

- Deadline to Submit:
 - Class Scheduling Request – for additions to schedule
 - Catalog Addition/Change Request – for additions/changes to catalog

- **Tuesday, September 19**

- Deadline for schedulers to make changes in Cardinal Students (11:59pm)
 - All changes after this date must be processed by Enrollment Services except for instructors and consent (departments always have access to these fields)
- Deadline to submit:
 - Bound Classes Request
 - Special Rooming Request

Requests for additions/changes made after these deadlines will not be processed until after the initial classroom assignments are complete and will be subject to room availability (i.e., whatever is left!).

Key Deadlines for Spring 2024 Scheduling

- **Wednesday, September 20 – early October**
 - Bulk room assignment processing
 - **Additions/changes WILL NOT BE PROCESSED until bulk rooming is complete**
 - **OK to submit forms but please do not email for updates!**
- **Monday, October 16**
 - Schedule visible to students in Cardinal Students
- **Thursday, November 2**
 - Registration begins
- **Monday, January 8**
 - Semester begins

Reminders for Scheduling

- Resources for scheduling are always available at: <https://enrollment-services.catholic.edu/faculty-staff>



The screenshot shows the website for The Catholic University of America's Enrollment Services. The header includes the university's name and a search bar. A navigation menu lists various services, with 'Faculty and Staff Information' circled in red. A red arrow points from this menu item to a pop-up box titled 'Class Scheduling Resources' which contains a list of links.

THE CATHOLIC UNIVERSITY OF AMERICA

Catholic.edu Home | Site Map | SEARCH

ENROLLMENT SERVICES

INFORMATION FOR:
Students | Parents | Faculty and Staff Information | Alumni Services

Academic & Student Accounts Calendar | Cardinal Students' Navigation Guides | Academic Announcements | Contact Us

Registration | Billing | Costs and Tuition | Records | Military and Veterans

Class Scheduling Resources

- [Academic Scheduling Manual](#)
- [Class Scheduling Deadlines](#)
- [Curriculum and Scheduling Forms](#)
- [Scheduling Forms](#)
- [Scheduling Grid](#)
- [Training Resources for Class Scheduling](#)

Reminders for Scheduling

- Resources for scheduling are always available at: <https://enrollment-services.catholic.edu/faculty-staff>, including:
 - Academic Scheduling Manual
 - Class Scheduling Deadlines by semester
 - Catalog/Scheduling Forms
 - Quick Reference Aids
 - University Scheduling Grid
 - Classroom Listing
 - Final Exam Schedule
 - Contact Hours Chart
 - Course Component Definitions
 - Grading Basis Types
 - Instruction Mode Definitions
 - Miscellaneous Training Resources
 - Past scheduling & registration presentations

Curriculum-Related Requests

- Forms must be used for the following requests:

- [Bound Classes Request](#)
- [Catalog Addition Request](#)
- [Catalog Change Request](#)
- [Class Scheduling Request](#)
- [Special Rooming Request](#)
- [Non-Conforming Class Request](#)

You must be logged into your CUA Google account to access these forms

The online forms **MUST** be used for these types for requests; do **NOT** submit via email

- Forms are always accessible via:

- The Forms option from the main Enrollment Services webpage
- The Class Scheduling Resources section of the Faculty and Staff Information webpage (from prior two slides)

Curriculum-Related Requests

- Requests emailed to cua-classes (or cua-enrollment services) will receive a reply instructing you to use the form
- For requests that don't "fit" a form, email cua-classes@cua.edu
 - Do not send curriculum-related requests to individual staff emails -- everything needs to go to cua-classes so that all schedulers in our office have access
 - If replying to a response sent to you from cua-classes, please reply to cua-classes and not to the individual who send the response
- When using forms, be sure to enter the section number exactly as you want it to appear.
 - If you need a leading zero (e.g. section 01) be sure to enter one on the form.

Catalog vs Schedule

- Catalog: The full accounting of courses that could potentially be offered by the university. Includes courses not currently being offered but which have been offered in the past and may be offered in the future.
 - Changes to the catalog affect all sections of a course in the current and future terms.
- Schedule: The actual courses being offered in a specific semester.
 - Changes to the schedule are semester and section-specific.

Catalog vs Schedule

Catalog		Schedule	
Course Title		Session (Class Start/End Dates)	
Course Number		Section Number	
Grading Basis		Meeting Pattern (Days/Times)	
Credit Value		Location (Main, Off-Campus, Online, Abroad)	
Component Types		Classroom Assignment (if applicable)	
Description		Instruction Mode (Synchronous, Asynchronous, etc.)	
Requisites		Enrollment Cap	
<p>These attributes are all set at the catalog-level and apply to all sections when course is scheduled.</p>		Waitlist Cap (if applicable)	<p>These attributes are set at the section-level within each semester in which the course is scheduled.</p>
		Consent Requirements	
		Instructors	
		Requisites	

Catalog vs Schedule

Catalog	Schedule
Course Title	Session (Class Start/End Dates)
Course Number	Section Number
Grading Basis	Meeting Pattern (Days/Times)
Credit Value	Location (Main, Off-Campus, Online, Abroad)
Component Types	Classroom Assignment (if applicable)
Description	Instruction Mode (Synchronous, Asynchronous, etc.)
Requisites	Enrollment Cap
<p>Requisites can be set in both places. Catalog requisites are the default and apply to all scheduled sections unless disabled or adjusted for particular sections.</p>	Waitlist Cap (if applicable)
	Consent Requirements
	Instructors
	Requisites

What is the Course Roll?

- When scheduling opens up for a new term, the schedule of classes from a prior term is copied and becomes the **starting point** for the new term. The process of copying the old term to the new one is called “course roll.”
 - Course roll is done by subject code and departments can select which elements roll (meeting patterns, instructors, etc.), as well as which term rolls.
 - Generally we roll fall to fall, spring to spring, and summer to summer

The course roll is your **STARTING POINT!!!**

What is the Course Roll?

- **Departments are responsible** for making ANY and ALL changes to classes that rolled, including:
 - Deleting sections not needed
 - Scheduling additional sections needed
 - Updating sessions (applies primarily to summer term)
 - Entering start and end dates for dynamically dated sections
 - Updating locations and instruction modes
 - Updating meeting patterns (days/times)
 - Updating instructors
 - Updating enrollment and waitlist caps
 - Updating class notes
 - Updating room characteristic codes
 - Setting consent requirements

What is the Course Roll?

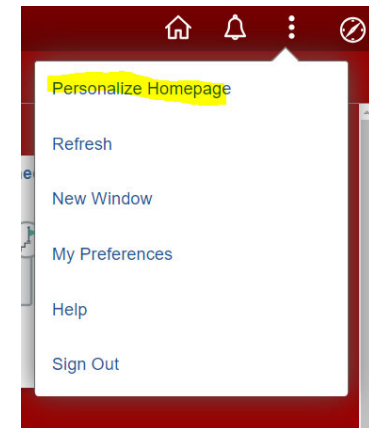
- From the Course Roll starting point, department schedulers should:
 - Run a Print Class Schedule report
 - Work with chair/faculty to determine needed changes
 - Be sure to review everything on the prior slide!
 - Make changes to rolled classes directly in Cardinal Students
 - Be sure to review everything on the prior slide!
 - Submit Class Scheduling Request to add any classes that did not roll
 - Submit Catalog Addition Request if the course is brand new
 - Submit Bound Classes Request form for class sections that are taught together
 - Run custom Class Scheduling Report to ensure adherence to scheduling guidelines and catch any problems with scheduled classes

Running Print Class Schedule Report

- Running the Print Class Schedule report in Cardinal Students should be your first step in preparing your semester schedule.
 - Navigation: Curriculum Management > Schedule of Classes > Print Class Schedule
 - Be sure to leave the Session field blank when entering your selection criteria. This will ensure that ALL of your classes get pulled and not just classes from one session.
 - Adjust your criteria on the print Class Schedule and Report Options tabs as desired before running the report. Remember, these criteria will control what prints on your report.
 - Hand the report to your chair (or whoever makes decisions about what will be offered) and ask them to mark it up as needed.
 - Make the necessary changes directly in Cardinal Students (and submit needed forms to add anything new)
 - After making your changes/submitting request forms, run the report again to make sure everything looks good.

Making Changes in Cardinal Students

- Schedulers have access to make changes on the Maintain Schedule of Classes page in Cardinal Students
 - Long navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
 - Short navigation: Add the Class Scheduler tile to your homepage
 - Select “hamburger button” near top right of page
 - Select Personalize Homepage
 - Select Add Tile button at right
 - Select CUA Tiles Repository
 - Select Class Scheduler
 - Select Save button at top right



Adding/Deleting Sections

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

Course ID 016769 Course Offering Nbr 1
Academic Institution The Catholic Univ of America
Term Spring 2024 Undergrad
Subject Area TEST Test Courses
Catalog Nbr 100 Test Course

Auto Create Component

Class Sections Find | View All First 1 of 3 Last

*Session DD Dynamic Date Session Class Nbr 4751
*Class Section 01 *Start/End Date 01/08/2024 05/04/2024
*Component LEC Lecture Event ID
*Class Type Enrollment Section
*Associated Class 70 Units 2.00 Associated Class Attributes
*Campus MAIN CUA Add Fee
*Location MAIN Catholic U Main Campus
Course Administrator
*Academic Organization CRDNL Catholic University of America
Academic Group CRDNL Catholic University of America
*Holiday Schedule ACHS Academic Holiday Schedule
*Instruction Mode S Synchronous
Primary Instr Section 01

Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

Class Topic
Course Topic ID Print Topic in Schedule

Use – button to remove rolled sections that are not needed

Use + button to add additional sections to rolled courses

Sessions and Class Dates

Changes to Sessions can be made here

If setting session to DD, be sure to update Start/End dates on Basic Data and Meetings tabs

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*Campus MAIN CUA
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Course Administrator
*Academic Organization CRDNL Catholic University of America
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*Holiday Schedule ACHS Academic Holiday Schedule
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Primary Instr Section 01

Associated Class Attributes
Add Fee
 Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

Class Topic
Course Topic ID
 Print Topic in Schedule

Section & Associated Class Numbers

Section numbers are entered here

Make the Section and Associated Class numbers match unless the course has multiple components

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

Course ID 016769 Course Offering Nbr 1
Academic Institution The Catholic Univ of America
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Auto Create Component

Sections Find | View All First 1 of 3 Last

*Session DD Dynamic Date Session Class Nbr 4751
*Class Section 01 *Start/End Date 01/08/2024 05/04/2024
*Component LEC Lecture Event ID
*Class Type Enrollment Section

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Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

Class Topic
Course Topic ID Print Topic in Schedule

Section & Associated Class Numbers

Multiple component courses should have a minimum of one section for each component

Component type is set here

Class type is set here – only the primary component type will be “Enrollment Section”

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 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

Class Topic
Course Topic ID Print Topic in Schedule

Section & Associated Class Numbers

- Associated Class numbers control the options a student can select for the secondary component.
 - Any two sections using the same Associated Class number are “associated” or linked with one another
 - CUA’s numbering convention is to use 55 or above to show associations but any identical number will “associate” two sections

Example #1

A class has two lecture sections and four discussion sections. Students in lecture section 01 can select from discussion section 31 or 32. Students in section 02 can select from discussion sections 33 or 34.

Sections 01, 31, and 32 should have matching Associated Class numbers and sections 02, 33, and 34 should have matching Associated Class numbers.

Example #1

A class has two lecture sections and four discussion sections. Students in either lecture section can select from any of the four discussion sections.

All six sections can have the same Associated Class number.

Class Locations and Instruction Modes

- Location identifies WHERE a class section is taught
 - This is a general WHERE and not as specific as the actual room assignment
- Instruction Mode identifies HOW a class section is taught
- It is **extraordinarily important** that both of these fields be 100% accurate, as financial aid, VA housing benefits, third-party sponsorship, and student Visa eligibility are all tied to these factors
 - If instructors decide to make changes to class locations and/or instruction modes you need to ensure that these fields are updated in Cardinal Students

Class Locations and Instruction Modes vs Modes

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Class Locations and Instruction Modes vs Modes

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Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

Class Topic

Location is set here

Instruction mode is set here

Class Location

Location Code	Definition
ABROAD	Class location in another country <ul style="list-style-type: none">• Must also enter Room Characteristic code 71• For courses taught at CUA Rome location, please also enter Rome in Facility ID field
IP+OL	In person AND online meeting patterns <ul style="list-style-type: none">• Must ensure a minimum of two meeting patterns are entered, with at least one having an ONLINE Facility ID
MAIN	Catholic U Main Campus <ul style="list-style-type: none">• Must ensure a primary Room Characteristic code is entered
OFF CAMPUS	Off campus location (domestic) <ul style="list-style-type: none">• Must also enter Room Characteristic code 72• Must also enter the off campus location in the Facility ID field
ONLINE	Online (includes 100% Zoom courses) <ul style="list-style-type: none">• Must also enter Room Characteristic code 73

Instruction Mode

Instruction Mode	Definition
A	Asynchronous <ul style="list-style-type: none">• Only for classes with no meeting pattern that are not one of the below modes
DR	Directed Readings/Research/Study
EX	Exam
FT	Full-Time Equivalency <ul style="list-style-type: none">• Graduate-level courses that confer full-time status (comps, thesis/dissertation research, etc.)
IN	Internship
IS	Independent Study
S	Synchronous <ul style="list-style-type: none">• Must have a meeting pattern entered
SA	Synchronous & Asynchronous <ul style="list-style-type: none">• Must have at least two meeting patterns entered, with at least one having an ONLINE Facility ID
LO/MH/ML/MO/NC/SI	Clinical sections in Nursing/NCSSS/Psychology that carry a malpractice insurance charge

Class Locations and Instruction Modes

- Some locations can be assigned to any mode but not all modes can be assigned to all locations. Both are equally important in conveying information about the class to students.

INSTRUCTION MODE (HOW)	LOCATION CODE (WHERE)				
	MAIN	OFF CAMPUS	ABROAD	ONLINE	IPOLE
Synchronous (S)	YES	YES	YES	YES	YES
Asynchronous (A)	NO	NO	NO	YES	NO
Synchronous & Asynchronous (SA)	NO	NO	NO	YES	YES
Exam (EX)	YES	YES	YES	YES	YES
Full-Time Equivalent (FT)	YES	YES	YES	YES	YES
Clinicals w/malpractice insurance charges (LO/MH/ML/MO/NC/PI/SI)	NO	YES	YES	YES	YES
Directed Research (DR)	YES	YES	YES	YES	YES
Independent Study (IS)	YES	YES	YES	YES	YES
Internship (IN)	YES	YES	YES	YES	YES

Meeting Patterns

- Meeting patterns should adhere to the [university scheduling grid](#)
 - Classes that do not adhere to the grid will be roomed last and may not receive a room assignment.
 - Classes that do not adhere to the grid are difficult for students to fit into their schedule so non-conforming times may be sacrificing enrollment.
- If a class has no meeting pattern, leave the meeting pattern fields blank.
 - Contrary to popular belief, you should NOT enter 12am – 12am as the meeting time for classes that don't have a meeting pattern.
- Be cautious of your AM and PM entries when entering times.

Meeting Patterns

- Use caution when scheduling during FYE block (MWF 9:10am-11:00am), as there are very few rooms available during this period
 - Generally, offerings during this period should have caps of 15 or less
 - No non-LC classes designed for first-year students should be held during this time.
- Be cognizant of [distribution constraints](#) when setting meeting patterns:
 - No more than 50% of offerings during periods 3-5
 - No more than 50% of offerings on Tuesdays/Thursdays
 - Twice-weekly classes scheduled in combinations of M/W/F can have no more than 50% scheduled M/W
 - Once-weekly classes must be balanced such that every two would equal a twice-weekly meeting pattern

Meeting Patterns

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

Course ID 016769 Course Offering Nbr 1
Academic Institution The Catholic Univ of America
Term Spring 2024 Undergrad
Subject Area TEST Test Courses
Catalog Nbr 100 Test Course

Class Sections

Session DD Dynamic Date Session Class Nbr 4751
Class Section 01 Component Lecture Event ID
Associated Class 70 Units 2.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 01/08/2024 05/04/2024

Topic ID Free Format Topic

Print Topic On Transcript Contact Hours

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact
<input type="text"/>		Primary Instructor	<input type="checkbox"/>	Approve	<input type="text"/>

Meeting Patterns
are entered here

Instructor Assignments

- Instructors can technically be assigned/removed at any time (department staff never lose access to these fields) but the earlier the better.
 - Back-to-back room assignments are best accommodated if you assign instructors before we do bulk rooming
- New instructors need to be entered to the Instructor/Advisor table before they can be assigned to class sections
 - If adding new instructors after term start date, be sure to backdate the entry on the Instructor/Advisor table to the start of the term
 - You must do this **BEFORE** you select the Save button!
- Instructors for bound class sections must be entered on the **Schedule Class Meetings** page, not the Maintain Schedule of Classes page.

Room Characteristic Codes

- All classes with a meeting pattern must have a primary classroom characteristic code (“room code”) entered. **Failure to enter a primary room code will result in no room being assigned.**
 - No more than one primary room code may be assigned. Entering multiple primary room codes will result in no room being assigned.
- Secondary room codes should be entered only if the secondary characteristic is *absolutely necessary*.
 - The more codes you enter, the fewer rooms will be in the pool for assignment.

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Room Characteristic Codes

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Catalog Nbr 100 Test Course

Class Sections

Session	DD	Dynamic Date Session	Class Nbr	4751
Class Section	01	Component	Lecture	Event ID
Associated Class	70	Units	2.00	

Meeting Pattern

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
Topic ID Free Format Topic

Print Topic On Transcript Contact Hours

Instructors For Meeting Pattern

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact
				Primary Instructor	<input type="checkbox"/>	Approve	

Room Characteristics

*Room Characteristic	Description	*Quantity
		1

Room Characteristic codes are entered here

Use + or - buttons to add or remove characteristics

Room Characteristic Codes

- Primary Codes

Room Characteristic Code	Description
46	Computer Lab
47	Digital Presentation Room
48	No Room Needed Note: Can not be used for classes with meeting patterns
71	Abroad
72	Off-Campus
73	Online
74	Department-Controlled Space

Computer Labs & Digital Presentation Rooms are NOT THE SAME.

All Computer Labs have digital presentation equipment but also have student computer workstations.

Room Characteristic Codes

- Secondary Codes

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

Again, use secondary codes
ONLY IF ABSOLUTELY NECESSARY.

Using secondary codes will limit the
available classrooms (sometimes
dramatically so).

Enrollment Caps and Classroom Inventory

- Keep in mind the caps of available classrooms when setting your class caps.
 - List of all available Enrollment Services-controlled classrooms is available at <https://enrollment-services.catholic.edu/faculty-staff>
 - Making small changes in caps can result in significantly more (or less) classrooms being available!
- Be realistic when “ballparking” caps.
 - Setting an artificially high cap may actually hurt your chances of getting a room (or getting the room the instructor wants)

Enrollment Caps

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

Course ID 016769 Course Offering Nbr 1
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Term Spring 2024 Undergrad
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Enrollment Control Find | View All First 1 of 3 Last

Session DD Dynamic Date Session Class Nbr 4751
Class Section 01 Component Lecture Event ID
Associated Class 70 Units 2.00

*Class Status: Active

Class Type: Enrollment Enrollment Status: Open

*Add Consent: No Special Consent Required
*Drop Consent: No Special Consent Required

Requested Room Capacity: 20
Enrollment Capacity: 20
Wait List Capacity: 0
Minimum Enrollment Nbr: 0

1st Auto Enroll Section:
2nd Auto Enroll Section:
Resection to Section:

Auto Enroll from Wait List Cancel if Student Enrolled

Enrollment and Wait List Caps are entered here

Consent Settings

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

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Enrollment Control Find | View All First 1 of 3 Last

Session DD Dynamic Date Session Class Nbr 4751
Class Section 01 Component Lecture Event ID
Associated Class 70 Units 2.00

*Class Status Active

Class Type Enrollment Enrollment Status

*Add Consent	No Special Consent Required	Requested Room Capacity	20	Total
*Drop Consent	No Special Consent Required	Enrollment Capacity	20	0
1st Auto Enroll Section	<input type="text"/>	Wait List Capacity	<input type="text"/>	0
2nd Auto Enroll Section	<input type="text"/>	Minimum Enrollment Nbr	<input type="text"/>	
Resection to Section	<input type="text"/>			

Auto Enroll from Wait List Cancel if Student Enrolled

Consent settings are assigned here

Bound Courses

- If you offer cross-listed courses (sections taught simultaneously), either with another department or within your own, those sections must be bound in Cardinal Students
 - Binding ensures that only ONE classroom is assigned and that it is appropriately sized
 - Binding enables enrollment to be controlled by a unified cap
 - Departments can opt-in to binding classes in Blackboard when they submit the request to bind in Cardinal Students
 - Binding ensures that the class is only counted once in your distribution constraints

Bound Courses

- Pro tip: When binding classes, set all the caps to the same number (individual section caps AND bound cap)
 - This will enable the maximum number of students to enroll
 - Once the bound cap is reached, enrollment will stop – there is no risk of over-enrollment
 - Conversely, if you try to make each section cap total up to the bound cap, there is significant risk of under-enrollment

Running Class Scheduling (" Compliance") Report

- Once all your classes have been scheduled, run a Class Scheduling report to ensure everything is compliant with the university [distribution constraints](#).
 - These are the rules for spring and fall that require you to "spread out" your offerings.
 - If you are out of compliance, make schedule changes and re-run report until you are compliant
- Running the compliance report will also enable you to catch problems like classes missing a required component (which will prevent students from enrolling!) or a primary room characteristic (which will prevent a classroom from being assigned!)
- Navigation: CUA Custom > Student Records > Custom Reports > Class Scheduling Report

Running Class Scheduling (" Compliance") Report

- Two of the biggest issues to pay attention to:
 - Classes scheduled during FYE block
 - Room availability during this time period (M/W/F 9:10am-11am) is VERY limited
 - Stick to classes that have a cap of 15 or less or that can be roomed in department space
 - **Too many departments are scheduling during this block.** Faculty should be warned that scheduling during this block may result in no room.
 - Once-per-week Pairings compliance
 - Every once-per-week class should be balanced with another once-per-week class on a "matching" class day. **Do not schedule all of your once-per-week classes on the same day** (<cough>Monday<cough>). Matching class pairings include Monday/Wednesday, Monday/Friday, Wednesday/Friday, and Tuesday/Thursday.

Scheduling Forms

- Scheduling forms are located at <https://enrollment-services.catholic.edu/forms>
 - Through scheduling deadline of September 19th, use form to:
 - Add courses that did not roll ([Class Scheduling Request](#))
 - After scheduling deadline, use forms to:
 - Add courses that did not roll ([Class Scheduling Request](#))
 - Make changes to class sections, other than to instructors, topics, consent settings, or waitlist caps ([Class Change Request](#))

Remember, forms submitted after the deadline may be held in our queue until AFTER bulk rooming is complete.

Questions?

Questions after today?
Email cua-classes@cua.edu