

Schedule of Classes

THE CATHOLIC
UNIVERSITY
OF AMERICA



Office of
Enrollment Services

Reminders for Scheduling

- Resources for scheduling are always available at: <http://enrollmentservices.cua.edu/scheduling>

From left-hand menu on Enrollment Services website, navigate to:
Faculty/Staff Information
and then
Academic Scheduling and Event Planning



The screenshot displays the website for The Catholic University of America's Enrollment Services. The top navigation bar includes links for CUA Home, Contact Us, A-Z Site Index, Español, and Careers. Below this is a search bar with buttons for 'THIS SITE' and 'ALL CUA'. A secondary navigation bar lists various university departments: ABOUT CUA, ACADEMICS, ADMISSION, RESEARCH, CAMPUS LIFE, CATHOLIC IDENTITY, ATHLETICS, ALUMNI, and GIVE TO CUA. The main content area is titled 'Enrollment Services' and features a left-hand menu with several categories, each with a dropdown arrow. The 'Faculty / Staff Information' category is highlighted with a red circle. To the right of this menu, the 'Academic Scheduling and Event Planning' link is also highlighted with a red circle. Other visible links in the main content area include 'Information for Faculty and Staff', 'Audit Instructions', 'Cardinal Station Navigation Guides', and 'FERPA Training'. Below these links, there is a section for 'Monthly Training Seminars' with a brief description and a 'Past Seminars' section at the bottom.

Reminders for Scheduling

- Resources for scheduling are always available at: <http://enrollmentservices.cua.edu/scheduling>, including
 - Scheduling **Deadlines** by Term
 - Catalog/Scheduling **Forms**
 - **Quick Reference Aids**
 - University Scheduling Grid
 - Classroom Listing
 - Final Exam Schedule
 - Contact Hours Chart
 - Course Component Types
 - Grading Basis Types
 - Class Characteristic Codes
 - **Training Resources**
 - Schedule of Classes Manual
 - Compliance Report Tutorial
 - Scheduling Presentations

Reminders for Scheduling

- Forms must be used for the following requests:

- [Bound Classes Request](#)
- [Catalog Addition Request](#)
- [Catalog Change Request](#)
- [Class 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 left-hand menu on the Enrollment Services main webpage.
- The scheduling resources webpage (from the prior slide)

Reminders for Scheduling

- 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 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 sent 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.

Deadlines/Timelines

Deadline to...	Summer 2019	Fall 2019
Request new courses be added to schedule	Deadline Passed	2/20/19
Add additional sections of courses already on schedule	Deadline Passed	2/20/19
Make changes in Cardinal Students except to Instructor, Notes, Topics, Consent, and Waitlists	Deadline Passed	2/20/19
Make changes in Cardinal Students to Instructor, Notes, Topics, Consent, and Waitlists	Scheduler access is never revoked	Scheduler access is never revoked
Submit Bound Classes Request	Deadline Passed	2/21/19
Submit Special Rooming Request	Deadline Passed	2/21/19
Submit Non-Conforming Class Approval Request	NA	2/21/19

Deadlines/Timelines

Need	Scheduler Action Before Deadline	Scheduler Action After Deadline
Request new courses be added to schedule	Submit Class Scheduling Request	Submit Class Scheduling Request for review after bulk rooming is complete
Add additional sections of courses already on the semester schedule in Cardinal Students	Add the section by selecting the + button on the Maintain Schedule of Classes page	Submit Class Scheduling Request for review after bulk rooming is complete
Make changes in Cardinal Students except to Instructor, Notes, Topics, Consent, Waitlists	Make changes via Maintain Schedule of Classes page	Submit Class Change Request for review after bulk rooming is complete
Make additions/changes in Cardinal Students to Instructor, Notes, Topics, Consent, Waitlists	Make changes via Maintain Schedule of Classes page (or Schedule Class Meetings page for instructors on bound classes)	Make changes via Maintain Schedule of Classes page (or Schedule Class Meetings page for instructors on bound classes)
Submit Bound Classes Request	Submit Bound Classes Request	Submit Bound Classes Request for review after bulk rooming is complete
Submit Special Rooming Request	Submit Special Rooming Request	Submit Special Rooming Request for review after bulk rooming is complete
Submit Non-Conforming Class Approval Request	Submit Non-Conforming Class Approval Request	Submit Class Scheduling Request or Class Change Request for review after bulk rooming is complete

Deadlines/Timelines

Need	Action Before Deadline	Action After Deadline
Request new... to sche...	Class Scheduling Request	Submit Class Scheduling Request for review after bulk rooming is complete
Add... c...	... + button on page	Submit Class Scheduling Request for review after bulk rooming is complete
M... Card... Notes,le of Cla...	... after bulk
Submit Bound...	Classes Request	
Submit Special Rooming Request	Submit Special Rooming Request	
Submit Non-Conforming Class Approval Request	Submit Non-Conforming Class Approval Request	... Class Change Request for review after bulk rooming is complete

Our ability to process requests submitted after the deadline is **SUBJECT TO ROOM AVAILABILITY.**

Schedulers NEVER lose access to assign/change instructors, topics, class notes, and waitlists.

Catalog vs. Schedule

- Course Catalog: The full accounting of courses offered by the university. Includes courses that are not currently being offered but which have been offered in the past and/or might be offered in the future.
 - How the course is “built” – details that generally don’t change
 - Title, credit value, grading basis, enrollment requirements, component type(s), etc.
- Semester Schedule: An accounting of the specific courses offered in a specific semester. Will not include every course in the catalog, as not all courses are offered every semester. May include multiple sections of a single course.
 - How the course is scheduled – details that vary from semester to semester
 - Instructors, meeting patterns, locations, session, section numbers
- Lots of details at <http://enrollmentservices.cua.edu/res/docs/The-Lifecycle-of-a-Course.pdf>

CUA’s catalog
has 11,000+
active courses!

Course Catalog

What you need	What to do
New course added to catalog	Submit Catalog Addition Request form
Title change on existing course	Submit Catalog Change Request form
Credit value change on existing course	Submit Catalog Change Request form
Grading basis change on existing course	Submit Catalog Change Request form
Repeat for credit rules change on existing course	Submit Catalog Change Request form
New topics added change on existing course	Submit Catalog Change Request form
Catalog number change on existing course	Submit Catalog Change Request form
Subject code change on existing course	Submit Catalog Change Request form
Component type change on existing course	Submit Catalog Change Request form
Component type addition on existing course	Submit Catalog Change Request form
Requisite change on existing course	Submit Catalog Change Request form
Requisite addition on existing course	Submit Catalog Change Request form
Description change on existing course	Make the change in Cardinal Station via Course Catalog page

Schedule of Classes

What you need	What to do BEFORE scheduling deadline	What to do AFTER scheduling deadline
Adding a new class to the schedule	Use Class Scheduling Request form	Use Class Scheduling Request form
Adding an additional section to a class already on the schedule	Add section by selecting the + button on the Basic Data tab on the Maintain Schedule of Classes page	Use Class Scheduling Request form
Adding/Changing a meeting pattern to a class already on the schedule	Make the change on the Meeting tab on the Maintain Schedule of Classes page	Use Class Change Request form
Changing the enrollment cap	Make the change on the Enrollment Cntrl tab on the Maintain Schedule of Classes page	Use Class Change Request form
Adding a waitlist or changing the waitlist cap	Make the change on the Enrollment Cntrl tab on the Maintain Schedule of Classes page	Make the change on the Enrollment Cntrl tab on the Maintain Schedule of Classes page
Adding or removing consent to add	Make the change on the Enrollment Cntrl tab on the Maintain Schedule of Classes page	Make the change on the Enrollment Cntrl tab on the Maintain Schedule of Classes page
Adding or removing consent to drop	Make the change on the Enrollment Cntrl tab on the Maintain Schedule of Classes page	Make the change on the Enrollment Cntrl tab on the Maintain Schedule of Classes page

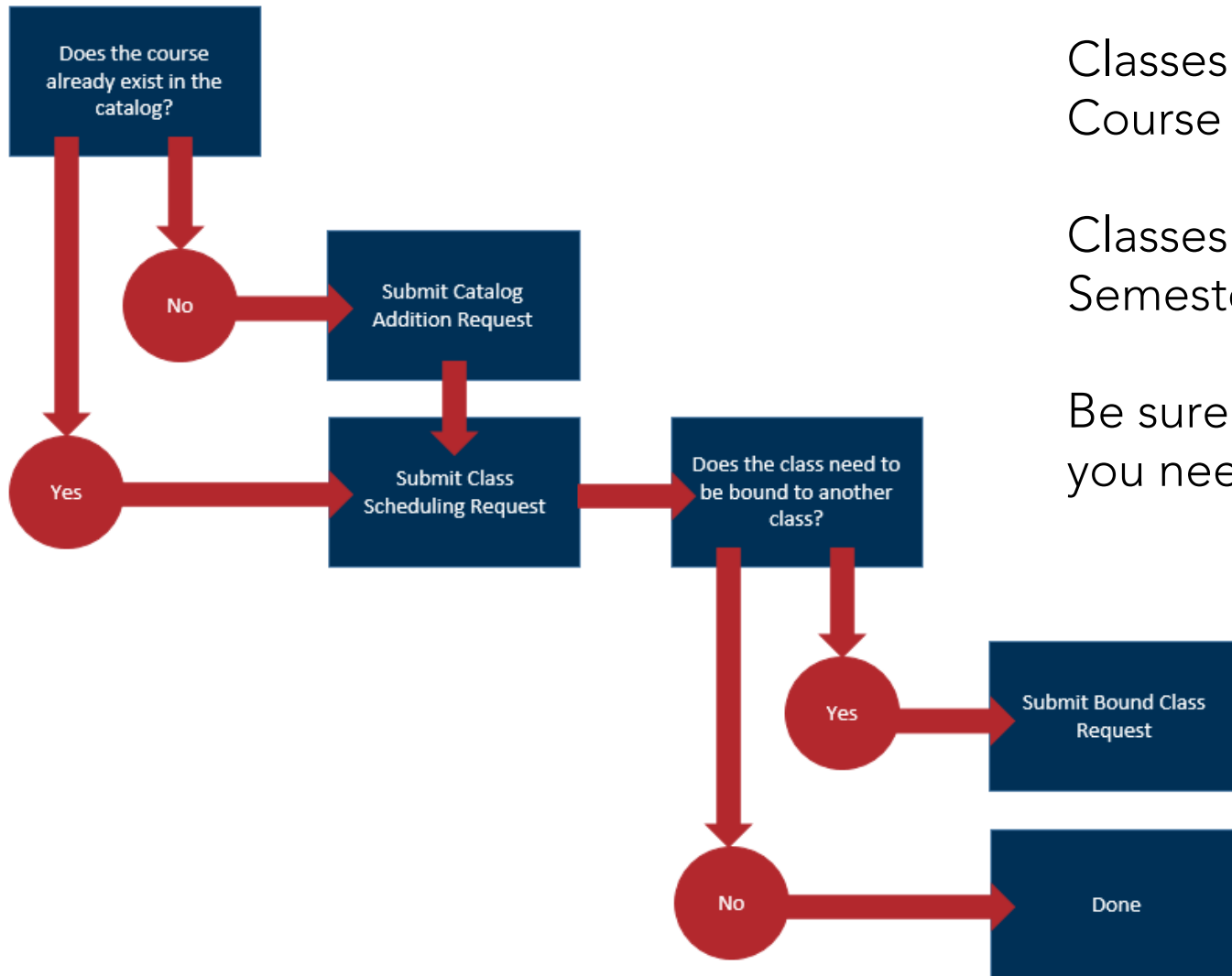
Schedule of Classes

What you need	What to do BEFORE scheduling deadline	What to do AFTER scheduling deadline
Add or change instructor on a <u>non-bound</u> class	Make the change on the Meetings tab on the Maintain Schedule of Classes page	Make the change on the Meetings tab on the Maintain Schedule of Classes page
Add or change instructor on a <u>bound</u> class	Make the change on the Meetings tab on the Schedule Class Meetings page	Make the change on the Meetings tab on the Schedule Class Meetings page
Add or change topics	Make the addition/change on the Basic Data and Meetings tabs on the Maintain Schedule of Classes page	Make the addition/change on the Basic Data and Meetings tabs on the Maintain Schedule of Classes page
Change the session	Make the change on the Basic Data tab on the Maintain Schedule of Classes page	Use Class Change Request form
Change the dates on a Dynamically Dated class	Make the change on the Basic Data and Meetings tabs on the Maintain Schedule of Classes page	Use Class Change Request form
Hide or Unhide a class from search results	Make the change on the Basic Data tab on the Maintain Schedule of Classes page	Use Class Change Request form

Schedule of Classes

What you need	What to do BEFORE scheduling deadline	What to do AFTER scheduling deadline
Change location (main vs. off campus vs. online)	Make the change on the Basic Data tab on the Maintain Schedule of Classes page	Use Class Change Request form
Change instruction mode (in person vs. online vs. blended)	Make the change on the Basic Data tab on the Maintain Schedule of Classes page	Use Class Change Request form
Add/Change Reserve Capacity	Use Class Change Request form	Use Class Change Request form
Stop or Re-Start Enrollment	Make the change on the Enrollment Cntrl tab on the Maintain Schedule of Classes page	Use Class Change Request form
Assign a departmentally-controlled room	Enter the location on the Meetings tab on the Maintain Schedule of Classes page	Use Special Rooming Request form
Cancel a class	Remove the section by selecting the – button on the Basic Data tab on the Maintain Schedule of Classes page	Use Class Change Request form
Add or change a class note	Make the change on the Notes tab on the Maintain Schedule of Classes page	Make the change on the Notes tab on the Maintain Schedule of Classes page

Scheduling Process



Classes can't be scheduled unless they first exist in the Course Catalog.

Classes can't be bound unless they first exist on the Semester Schedule.

Be sure to submit ALL of the forms necessary for what you need.

Bound vs Associated vs Concurrent

- Bound classes, associated sections, and concurrent courses are all different things. These terms are not interchangeable.

Bound Classes	Associated Sections	Concurrent Courses
<p>Two (or more) class sections which are taught together in the same place at the same time. Can be sections of the same course or different courses.</p> <p>Students register for only one section.</p> <p>Generally used for cross-listed courses or courses where undergraduate and graduate sections of a single course are taught together.</p> <p>Class sections are bound in the semester schedule.</p>	<p>Two (or more) sections of a single course which must be taken together.</p> <p>Students must enroll in both sections in the same enrollment transaction. The system will not allow them to enroll in one without the other.</p> <p>Used in cases of courses with multiple components (lecture + lab, lecture + discussion, seminar + screening, etc.).</p> <p>At least one section for each associated component must be scheduled.</p>	<p>Two courses which are taken in the same semester.</p> <p>Some courses require concurrent enrollment as a requisite for enrollment.</p> <p>Does not require any special action on the part of the scheduler or any specific requirements in terms of how the class is scheduled.</p>

Class Notes

- Class notes (notes entered on the Notes tab on the Maintain Schedule of Classes page) are **VISIBLE TO STUDENTS**.
- Notes should **ONLY** be used to disclose information that may be helpful to students, such as:
 - Dates of comprehensive exams
 - Specific locations for off-campus classes
 - Software requirements for online/blended courses
- Notes should **NOT** be used for internal information or for the following:
 - Requisites or enrollment requirements (these should be in the catalog!)
 - Specific classroom requests (use the Special Rooming Request form!)

Class Topics

- Special topics and courses taught abroad should have topics assigned to each section. Topics should be assigned in two places on the Maintain Schedule of Classes page:
 - Basic Data Tab – Assigning topic here ensures it is visible in class search results
 - Meetings Tab – Assigning topic here ensures it will print on student schedules
- For abroad courses, topic should identify city and country in which class is taught.
- Topics can be entered “free format” but if they are used frequently submit the Catalog Change Request to have them added there

Classroom 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.
 - Some combinations of primary + secondary codes don’t exist so entering a secondary code could result in no room being assigned.

Classroom Codes

- Primary Codes

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
49	Regular Room/Non-Technology Room	
51	SmartBoard Room	Projector displays video output on interactive touch-screen whiteboard which can be controlled via digital pens; Only available in McGivney 009, 011, and 015
52	Document Camera Room	Real-time image capture device for displaying objects to audience via projection screen; Only available in Gowan 126
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

Computer Labs, Digital Presentation Rooms, and SmartBoard Rooms are NOT THE SAME.

Be sure you are using the codes 71-74. These were introduced Summer 2018.

If using code 74 enter room in facility ID field.

Classroom Codes

- Secondary Codes

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

Again, use secondary codes ONLY IF ABSOLUTELY NECESSARY. Using these will limit the available classrooms (sometimes dramatically so).

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 <http://enrollmentservices.cua.edu/res/docs/Rooms-by-Size.pdf>
 - Via website menu by selecting Faculty/Staff Information > Academic Scheduling and Event Planning > Classroom Listing
 - 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)

Special Rooming Requests

- The Special Rooming Request form should ONLY be used when a specific room is necessary:
 - For the pedagogical needs of the course
 - For instructor disability accommodations
 - Because the instructor is teaching back-to-back classes
- The Special Rooming Request form is NOT to be used for:
 - General instructor preferences - Use the classroom codes in Cardinal Station for this!
 - Requesting rooms close to instructor's office - Our rooming software already does this!
 - "I used this room last semester," "Gibbons is a dungeon," "I don't like the podium," etc. - We appreciate the feedback but don't have enough free rooms to schedule around these issues

Special Rooming Requests

- Prior to bulk rooming, form should ONLY be used to request rooms for pedagogical needs and disability accommodations.
 - Note: We keep a running list of instructors cleared by HR for accommodations and what rooms will work for them so no need to complete the form but it is still helpful form since needs may change as rooms are updated.
- Once bulk rooming is complete, you may submit the Special Rooming Request form to request classroom changes or moves to accommodate back-to-back schedules.
 - This enables the bulk rooming process to do its job first which optimizes room usage and places as many classes as possible near department offices
 - We will process requests for room changes as we are able to accommodate the requests (i.e., subject to room availability)

No Meeting Pattern Courses

- 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.
- Classes without a meeting pattern should have one of the following classroom characteristic codes entered:
 - 48/No Room Needed
 - 73/Online

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.
 - After making your changes/submitting request forms, run the report again to make sure everything looks good.

Running Class Scheduling (“Compliance”) Report

- Once all your fall classes have been scheduled, run your compliance 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.
- 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 don’t require digital classrooms and/or that have a cap of 15 or less
 - **Too many departments are scheduling during this block.** You need to warn your faculty if they insist on a class during this period a lack of a classroom (or a classroom that they like) should not be a surprise.
 - 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.

Questions?

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