Managing the Schedule of Classes

THE OHIO STATE UNIVERSITY
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Introduction

**Course & Class Workflow**

Class: A section of a course that is offered during a specific term during a defined meeting pattern.

Course: The unit of instruction or research through which the educational program of the university is offered to its students. (Faculty Rule 3335-6-01)

Curriculum Portal: The electronic form and workflow for submitting requests, changes, updates, to courses and flexibly scheduled or group studies class requests.

Flexibly Scheduled: A class that will not follow the normal semester, term, or session pattern/dates.

Limbo: A course is removed from the course catalog, but not formally withdrawn.

PeopleSoft (SIS): The information system that stores student, course, and class data.

Withdrawn: A course is formally removed from the course catalog and the curriculum.

**Key**

- **Curriculum Portal**: Course
- **PeopleSoft (SIS)**: Class
- **Other**: Other

After Five Years the Catalog Number can be Reused

Courses Not Offered for Three Years

Courses Evaluated by Department

Courses Assigned into Limbo, Withdrawn, or Retained with Justification

Courses Withdrawn from Catalog

July 20, 2016
Section 1 | Introduction

Scheduling Contact Responsibilities

- Maintain the class offerings schedule for your department
  - Enter new course sections
  - Delete course sections that will not be offered
  - Adjust existing course sections
  - Logically number course sections as they will appear in the schedule of classes
  - Correctly link associated course components
  - Enter day/time/location of class offerings
  - Enter and update instructor names, roles, and access levels for all offerings
  - Control requested room capacities, enrollment capacities, and wait list capacities
  - Add combined sections to the combined sections table
  - Ensure that credit hours, grading basis, and graded components are accurate
  - Ensure that instruction modes are correct

- Submit one time offering requests
  - Curriculum.osu.edu

- Direct all student organization room requests to the Ohio Union

- Handle requests from faculty and teaching assistants
  - Submit event requests, classroom changes, grading questions, etc.

- Attend Scheduling Contact meetings
  - Hosted by the Scheduling Office Staff

- Follow scheduling policies when creating schedules
  - 20% pre-assignment limit
  - 70% room fill
  - No more than 11% of class meetings offered at a given hour during prime time hours (9am-3pm)
• Utilize registrar.osu.edu website
  o Follow deadlines as outlined on the Scheduling Calendar
  o View updated GA room lists
  o View final exam schedules
  o University Calendars
  o University Registrar forms
  o Training Documentation

_Scheduling Office Responsibilities_

• Set up Term Roll
  o Copies classes from year to year (i.e. AU15 to AU16)
  o Departments responsible for ensuring accuracy of copied classes

• Place classes in rooms that best meet the requirements of the class while still maintaining
  equality among departments

• Assist with inquiries from Scheduling Contacts via email and phone

• Make class adjustments after Scheduling Contact access has been reduced
  o Two Fridays before the start of the term

• Schedule exams
  o Final Exams
  o Common Exams
  o Common midterms

• Provide accurate and timely information regarding class scheduling
  o Email reminders of upcoming deadlines
  o Inform departments where they stand regarding scheduling policies
  o Inform departments of potential grading issues
    o No instructor assigned, no post access, etc.
Section 1 | Introduction

- Schedule One Time Offerings after they have been approved by OAA
- Maintain the Course Catalog
- Build and maintain electronic prerequisite enforcement
- Confirm or deny event requests
- Maintain the registrar.osu.edu website
**Scheduling Policies**

**20% pre-assignment limit**

- Pre-assignments are those meeting patterns in which the department chooses the room before the Scheduling Office places classes
- Pre-assigned rooms are not guaranteed
- Departments can only pre-assign 20% of meeting patterns into General Assignment rooms
  - If a single class has two meeting patterns and both are pre-assigned, they both count towards the 20% limit
  - Meeting patterns scheduled into departmentally-owned spaces do not count towards the 20% limit
- The Scheduling Office reserves the right to remove pre-assigned spaces if:
  - The room can be better utilized by another class
  - The time of the class prevents maximum use of the room throughout the day
  - Disability Services requests a room change

**70% seat fill rule**

- Classes must fill assigned classroom to at least 70% of the room’s capacity
- When pre-assigning, enrollment capacities must be greater than or equal to 70% of room capacity
- After students have registered, classes not meeting this requirement may be moved to accommodate larger classes

**11% time spread**

- No more than 11% of meeting patterns can meet at a certain time during prime time hours (9a-3p) in General Assignment rooms
  - Ex. No More than 11% of classes can meet at 10:20am
  - Classes meeting in General Assignment rooms must be spread evenly over each day of the week
    - Ex. If three classes meet on Tues/Thurs, then two or three classes should meet on Wed/Fri
Approved Weekly Schedule

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Weekend: 9:00 - 5:00

Class size limitations are required to fill 70% of the seats in the room assigned.

Departments are required to keep their courses throughout the year at least one day per week.

Departments are required to spread their courses throughout the year to keep at least one day per week.

Departments are required to keep their courses throughout the year to keep at least one day per week.
Terms in SIS are identified by a 4-digit code

- Ex. Autumn 2013 = 1138

The first digit indicates the millennium
Any term in the 2000s = 1
Any term in the 1900s = 0

The next two digits indicate the last two digits of the year of the term
2013

The last digit indicates the semester
2 = Spring
4 = Summer
8 = Autumn

**Accessing the Student Information System (SIS)**

1. Navigate to https://buckeyelink.osu.edu/
2. Select ‘Faculty/Staff (Logins and Resources)’
3. Select ‘Student Information System – Main Page’

Set Up User Defaults

1. Navigate to the User Defaults Page

Path: Main Menu → Set Up SACR → User Defaults

2. On the User Defaults 1 tab, complete the following information:

   o **Academic Institution** = OSUSI
   o **Career Group SetID** = OSUSI
   o **Facility Group SetID** = OSUSI
   o **Academic Career** = UGRD
   o **Term** = whichever term you are most frequently working in
3. On the **User Defaults** tab, check the **Carry ID** box to carry forward student IDs from page to page.
Overview

This section introduces the steps for searching for classes. The Class Search feature is used to search or browse for classes within a specific term.

At the completion of this section, you will be able to:

- Search for classes using specific criteria
- View the details of a specific class

Search for Classes

Path: Main Menu → Curriculum Management → Schedule of Classes → Class Search

1. Complete the following fields on the Class Search page:
   - Institution
   - Term
   - Campus
   - Subject
   - Course Number
     - Course Career – This field defaults to Undergraduate. Change this field to see courses outside of the Undergraduate career.
   - Uncheck Show Open Classes Only checkbox to see all offerings regardless of status.

   Ohio State does not utilize the Show Open Entry/Exit Classes Only field.
2. Click **Search**.

   - No results will be returned if the results exceed the maximum limit of 300 classes.

3. View the Results.
4. Click the **Section** link.

   - The **Section** link contains the **Class Number**, which is the unique identifier for each section. This is what the student uses to enroll into a section.

5. Review **Class Detail**.

   - Class Detail provides detailed information about the class including how and when it is being taught, enrollment availability, and the course description.

6. Click **View Search Results**.

7. Click **Modify Search**.
8. Update Class **Search Criteria**.
   - Confirm both **Show Open Classes Only** and **Show Open Entry/Exit Classes Only** are unchecked.
   - Click **Additional Search Criteria** – Providing additional search criteria will narrow your search.
   - Complete the following fields:
     - Check the **Monday** box
     - **Instructor Last Name** begins with “L”
   - **Course Career** is Graduate

9. Click **Search**.
10. View the Results.

- The search returned Psych 5600, a Graduate Psychology class taught on Mondays by Derick Lindquist.

### Common Errors in searching for classes

- No results will show when your search returns more than 300 classes. Limit your search results to classes than 300 classes by adding additional criteria.
- Uncheck the “Show Open Classes Only” box to see open, closed and waitlisted sections of a course.
- Class Search defaults to Undergraduate career. Select Graduate or a specific professional career in order to see these courses. Leave the drop-down box blank to see courses in all careers.
Overview

This section introduces the steps for scheduling new sections of a class.

At the completion of this section, you will be able to:

- View all courses from the course catalog that can be or have been scheduled for a term
- Add new sections of a class to the schedule of classes
- Enter class meeting information, instructors, and enrollment caps

Schedule New Course

Paths:
Add New Course: Main Menu → Curriculum Management → Schedule of Classes → Schedule New Course
Maintain Scheduled Classes: Main Menu → Curriculum Management → Schedule of Classes → Maintain Schedule of Classes

1. Navigate to the Schedule New Course component. Complete the following:
   - Term
   - Subject Area
   - Campus
   - Click Search.
     - Results will show you all classes within the Subject Area available for scheduling (according to the Course Catalog).
2. Select a **Course Offering**.
3. Make sure the default **Session** is correct.

   o To change the Session, click the magnifying glass and select the appropriate Session (i.e. 7W1, 7W2).

   ❖ *Once a student is enrolled into a section for the semester, the Session cannot be changed.*

4. Type the next sequential number in **Class Section**.

   o It is preferred to use increments of 10 (i.e. 0010, 0020, 0030, etc.) for the Class Section number. Class sections will appear in order by Class Section number in the Class Search.

5. Type in an **Associated Class** number.

   o The Associated Class number is to be different for every section of a standalone course. Sections should only have the same Associated Class number if students are to enroll in more than one section (i.e. the student needs to enroll into a Lecture, Lab and Recitation for one course). See [Create a Class Association | Section 5](#) for additional information on Associated Class numbers.
Once a student is enrolled into a section for the semester, the Associated Class number cannot be changed.

6. Uncheck the Schedule Print box if the section should be hidden from view in Schedule of Classes.

7. Change the Instruction Mode if class is not taught in person.

8. Click the Meetings tab. Complete the following fields:
   - Facility ID Click the Find button and see Search for an Available Facility | Section 11 to search for available space.
   - Mtg Start (Meeting Start)
   - Mtg End (Meeting End)
   - Check days of the week
   - General Assignment
     - NSM – Need the scheduling office to assign you a room
     - DPT – Department-owned room or does not require a room (this is the default)
     - ASM – Pre-assigned room (rolls forward from year to year)
   - To add another meeting pattern to one section, click the blue plus (+) sign under the Meeting Pattern heading.
9. Complete Instructor Information.

- **ID** – Click the magnifying glass to search by name or email.
  - If searching by first and last name, make sure you choose the correct person. There are usually multiple people in the database with the same first and last name, so scroll down the results and select the correct one. Scrolling all the way to the right will also show the department.

- **Instructor Role** – Choose between Primary Instructor, Secondary Instructor, TA, Grader, Lab Assistant, or Guest Speaker. Click the blue plus sign to add multiple instructors.

- **Access** – The drop-down Access list indicates what authority this instructor has related to grading.
  - **Post**: Instructors assigned Post access can enter grades into the grade roster and post these grades to students’ official records. This is the highest level of access, and [at least one listed instructor needs this access](#) in order for students to receive grades.
  - **Approve**: Instructors assigned Approve access can enter grades into the grade roster and approve grades already entered, but do not have access to post these grades to the students’ official records.
• **Grade:** Instructors assigned Grade access can enter grades into the grade roster, but do not have access to post these grades to the students’ official records.

• Instructions for posting final grades in Faculty Center can be found on the Buckeye Link Faculty/Staff page. Under “Faculty Center Help” click on the Navigating Faculty Center link.

• Instructions for how to list instructors in regards to generating SEIs can be found on our website: registrar.osu.edu/scheduling → Instructor Assignments in SIS: A Guide (pdf)

• Uncheck the Print box if you’d like to hide instructor’s name from the Schedule of Classes.

10. Enter Preferred Room Characteristics (if applicable).

   o If you would like a classroom assigned for you, change the General Assignment to NSM, and enter any preferred Room Characteristics by clicking on the magnifying glass and selecting any desired options.

   ❖ *Never enter both the “51” and “52” characteristic as these values are mutually exclusive. The same is true for the furniture characteristics 30, 31, 32 and 33. Entering more than one of these values will return no results.*
11. **Click the Enrollment Control** tab. Complete the following fields:

- Requested Room Capacity
- Enrollment Capacity
- Wait List Capacity

12. Click **Save**

- The class number is now assigned and the Enrollment Status is Open.

13. **Change Class Status** (if necessary)

- Click on the Class Status drop-down box and choose from one of the following options:
  - Active
  - Stop Further Enrollment
  - Tentative
• Cancelled Section
  o If no students are enrolled, change status and click yellow Cancel Class button

  ![Cancel Class button]

  o If students are enrolled, contact enrolled students to inform of cancellation before proceeding. Check ‘Cancel if Student Enrolled’ box first, then change status and click yellow Cancel Class button. **This will automatically drop the enrolled students.**

14. Click the **Reserve Cap** tab.

  o The Reserve Cap (capacity) is placed at the section level and allows seats to be held for a specific population of students. Reserve Caps can be set by contacting the specific Semester Manager in the Scheduling Office.
15. Click the **Notes** tab.

- Notes appear in the Schedule of Classes and can provide additional information about this class such as “evening exam” or “field trips required.” Notes can be selected from a pre-defined list or created using free-format text.
  - Notes will be viewable by the students though Class Detail in the Class Search.

16. Click the **Exam** Tab.

- Final exams are assigned by the Scheduling Office and are mostly done via a batch process. They will assign the Exam Date, Exam Start and Exam End information based on the Final Exam Schedule. For more information regarding Final Exams, please see **Final Exams | Section 14**.
17. Insert an additional section.
   - Add a new section by clicking the blue plus (+) sign on the Basic Data tab.

   ❖ To delete a section, click the blue minus (−) sign and then click Save.

18. Repeat Steps 3 through 12.

19. Scroll through sections using the arrows on the Basic Data tab.

20. Once classes have been scheduled, use the Maintain Schedule of Classes path to make any changes to the sections.
IMPORTANT INFORMATION

Difference Between Schedule New Course and Maintain Schedule of Classes

- The **Schedule New Course** function displays all courses available to schedule.
- Use **Maintain Schedule of Classes** to modify or maintain data for classes that have already been scheduled.
- The functionality of Maintain Schedule of Classes is identical to Schedule New Course, but the view of classes offered is limited to classes already on the schedule.

Changing an Associated Class number or Session Code

- Once a student is enrolled into a section for the semester, the Associated Class number and Session Code cannot be changed.

Instructors and Grading

- At least one instructor needs to have **Post** access in order for students to receive grades.
- Instructions for posting final grades in Faculty Center can be found on the Buckeye Link Faculty/Staff page. Under “Faculty Center Help” click on the **Navigating Faculty Center** link.

Meaning of all numbers seen on the Basic Data tab

- **Catalog Nbr** is the 2000 in ART 2000, or the Course Number.
- **Course ID** is the number assigned to a course in the Course Catalog. It is rarely used by Scheduling Contacts.
- **Class Section** number determines the order of how sections will show in the Class Search, lowest to highest.
- **Class Nbr** is the unique number each semester assigned to each section of a class. Students use this number to enroll into courses. A section can be searched for by its class number in Schedule Class Meetings only. It is also used on the Combined Sections table to combine classes.
- **Event ID** of a class is not used for any scheduling purposes. The number will populate when a room has been scheduled.
Overview

This section introduces the steps for creating class associations for classes with multiple components (i.e. students needing to enroll into a Lecture, Lab, and Recitation for one class or any combination of two or more components that are not the same.)

At the completion of this section, you will be able to:

- View all courses from the course catalog that can be or have been scheduled for a term
- Set up a group of classes that are associated with each other
- Set up auto-enroll for associated classes

Create a Class Association

1. Add a lecture to the schedule for multi-component class

   - Enter a Class Section number.
   - Use the magnifying glass next to the Component box to change the component type.
   - Change the Class Type drop-down box to Non-Enroll component
   - Enter an Associated Class number.
2. Add a lab to the schedule for multi-component class.
   - Enter a different Class Section number.
   - Use the magnifying glass next to the Component box to change the component type if necessary.
   - You may add multiple lab sections to correspond with the lecture.
   - Change the Class Type drop-down box to Enrollment component.
   - Enter the SAME Associated Class number as the previously added lecture.

3. Add a recitation to the schedule for multi-component class.
   - Enter a different Class Section number.
   - Use the magnifying glass next to the Component box to change the component type if necessary.
     - You may add multiple recitation sections to correspond with the lecture.
   - Change the Class Type drop-down box to Non-Enroll component
   - Enter the SAME Associated Class number as the previously added lecture.
4. On the **Meetings** tab, schedule sections so the three components do not conflict with each other.

5. On the **Enrollment Cntrl** tab, enter the section numbers of the corresponding lecture and recitation (the **Non-Enroll** components) to the 1st Auto Enroll Section and 2nd Auto Enroll Section boxes on the lab (the **Enrollment** component).

   - When auto-enroll is set up, students only have to enroll in the Enrollment component, and SIS will auto-enroll them into the other required components.
   - You **cannot** auto-enroll components into the same component type (i.e. a lecture cannot be auto-enrolled into another lecture.)
   - If auto-enroll is **not** set up, the system will prompt students to enroll into the additional required components.
6. Once the multi-component class is built, use **Update Sections of a Class** as a reference to ensure proper setup.

   - A new association with a new lecture, labs and recitations can also be added by using a **new Associated Class number** in the next sequence.
Create Combined Sections | Section 5

Overview

This section introduces the steps for creating combined sections. Combined Sections of two or more courses that are taught concurrently (same room, days, times, instructor) and are combined into one class. Cross-listed courses and 5000-level Grad/Undergrad courses are the most common reasons to combine two or more classes.

At the completion of this section, you will be able to:

- Link two or more classes to a Combined Sections ID number
- Modify or maintain data for scheduled Combined Sections

Create Combined Sections

Paths:

Schedule Classes: Main Menu ➔ Curriculum Management ➔ Schedule of Classes ➔ Schedule New Course

Create Combined Section: Main Menu ➔ Curriculum Management ➔ Combined Sections ➔ Combined Sections Table

Update Combined Section: Main Menu ➔ Curriculum Management ➔ Schedule of Classes ➔ Schedule Class Meetings

1. Enter classes that need to be combined on the schedule. Refer to Schedule New Course | Section 4, Steps 1-12.

- All details on the Meetings tab must be identical, except the Facility ID can only be entered on one of the classes. If it is listed on both classes when entering the classes on the schedule, you will receive an error message when trying to save.
- You can also fill out the Meetings tab for just one of the classes and leave the Meetings tab for all other classes blank. Once the classes are combined, the system will automatically populate all of the meeting information from the one class to the other(s).
To work in multiple SIS screens simultaneously (which is very helpful for combined sections,) click the blue New Window link at the top right of your SIS screen.
2. Navigate to the Combined Sections Table page (Main Menu → Curriculum Management → Combined Sections → Combined Sections Table). Complete the following fields:
   - Academic Institution
   - Term
   - Session

3. Click **Search**.
   - The search returns the Combined Sections Table. This table includes an entry for each pair or group of courses being combined.

4. Click on any blue plus sign (+) to add a new Combined Sections entry.
   - A blank line will appear where a Description and Short Description of the Combined Sections can be entered. The Combined Sections ID will be automatically generated by the system (these numbers are sequential).
5. Enter course information and click **Save**.
   - After clicking Save, a View Combined Sections link will appear at the right of the entry. See Combined Sections ID 0004 as an example.

   ![Combined Sections Table]

6. Click the **View Combined Sections** link. Complete the following fields:
   - **Combination Type**
     - You can combine sections Within Subject, Cross Subject, or Both.
   - **Requested Room Capacity**
   - **Enrollment Capacity**
     - This number overrides all limits set on individual sections. (e.g. both sections have enrollment caps set to 100, but the Enrollment Capacity of the Combined Sections is 150. Only 150 total students can enroll, not 200.)
   - **Wait List Capacity**
   - **Class Numbers**

   ![Identify Combined Sections]
7. After information is entered, click **Save**.

   - Classes now have the same meeting pattern information (room, days, times, instructors).

   - If meeting pattern information has already been entered on one of the classes, the other class(es) will automatically be populated with this same information once the classes are combined.
If classes do not share the same exact meeting pattern information but still need to be combined (i.e. two different instructors), check the box next to Skip Mtg Pattern & Instr Edit.

When you make a change to the meeting information for one of the classes in a combined section and Save, the change will automatically be made to the other class(es) in the combined section.

8. To update meeting information for classes in a combined section, navigate to Schedule Class Meetings.

Path: Main Menu → Curriculum Management → Schedule of Classes → Schedule Class Meetings

1. Complete the following fields:
   - Academic Institution (OSUSI, if not defaulted)
   - Term
2. Narrow the search with any or all of the following fields:

   o Subject Area
   o Catalog Nbr
   o Academic Career
   o Campus
   o Class Nbr

3. Click **Search**.

4. Select one based on the **Class Number** or **Class Section**.
5. Update info on Meetings tab as necessary.

6. Click the Enrollment Cntrl tab to update Class Status.

- Class Status can be changed to Active, Cancelled Section, Stop Further Enrollment, or Tentative Section.
**IMPORTANT INFORMATION**

**Making Changes to Combined Section**
- Use **Schedule Class Meetings** to adjust meeting pattern information after courses have been combined.

**Adjusting enrollment numbers for combined sections**
- Enrollment and wait list capacities are controlled both at the section level and at the combined sections level.
- The enrollment capacity listed on the Combined Sections Table overrides what it listed for each individual section if the capacity is lower. For example, if both classes in the combination have a section capacity of 20 and the Combined Section Capacity is 30, the sections will both close once a combined total enrollment of 30 is reached.

**Removing classes from the Combined Sections Table**
- Sections can be removed from the Combined Sections Table by first deleting the rows of sections (clicking the blue minus sign) from within the Combined Section and clicking Save.
- Once sections have been removed, the combination can be deleted off the Combined Sections Table by deleting the row (clicking the blue minus sign) next to the Combined Section entry and clicking Save.
- If courses are removed from the Combined Sections Table, the meeting pattern information will be lost.

**Searching for a class using the class number**
- Use **Schedule Class Meetings** to search for a specific section by class number.
Overview

This section introduces the steps for viewing and modifying class sections. Instructors and enrollment limits can be adjusted from this function after access to other functions have been disabled for a given semester.

At the completion of this section, you will be able to:

- View and update the status, enrollment limits, and instructors for the sections of a scheduled class

Viewing and Updating Class Sections

Path: Main Menu → Curriculum Mgmt → Schedule of Classes → Update Sections of a Class

1. Navigate to the Update Sections of a Class component. Complete the following fields:
   - Academic Institution (OSUSI, if not defaulted)
   - Term
   - Subject Area
   - Catalog Nbr (optional)
   - Campus (optional)

2. Click Search and Select a Course.

3. Update the following fields on the Class Meeting Pattern tab:
   - ID
   - Instructor Role
   - Access
4. Click the **Class Control** tab.
5. Click the **Class Enrollment Limits** tab.

   - The Class Enrollment Limits tab is located mid-page under Class Sections.
6. Adjust the following fields (if necessary):

- Enrl Cap (Enrollment Cap)
- Wait Cap
- Min Enrl (Minimum Enrollment)

Two weeks before the start of the term, non-Scheduling Office users will only have access to update instructor and enrollment information via Update Sections of a Class.

IMPORTANT INFORMATION

Adjusting Enrollment Consent

- Enrollment Consent requirements (Instructor, Department, No Consent) can be adjusted on the Class Status tab.

Hiding Sections of a Class

- The option to hide a section from the Schedule of Classes is available on the Class Status tab. Just uncheck the “Schd Print” box on the right.

Changing Instructors and Enrollment Capacities after access is limited

- Two weeks prior to the start of the given term, departments will only have access to change enrollment limits and instructor information under Update Sections of a Class.
**Overview**

This section introduces the steps for viewing the details of class associations under Adjust Class Associations.

At the completion of this section, you will be able to:

- View the credit hours for each class association
- View the components for each class association
- View the grading basis, graded component, and prerequisites for each class association

**View Class Associations**

**Path:** Main Menu → Curriculum Mgmt → Schedule of Classes → Adjust Class Associations

1. Navigate to **Adjust Class Associations**. Complete the following fields:
   - Term
   - Subject Area
   - Catalog Nbr

2. Click **Search** and select a course.

3. On the **Class Associations** tab, view the minimum and maximum units (credit hours) set for each **Associated Class** number.
   - You can click **View All** on the top right to view all Associated Class numbers.
Contact the Scheduling Office if changes to credit hours need to be made. Our office can only make changes on variable credit hour courses, and the change must be within the set range defined in the course catalog. All changes to credit hours should be requested prior to students enrolling in the class.

4. Click on the **Class Components** tab.
   - On this tab, you can view the Grading Basis, Graded Component, Class Components, and which component has a Final Exam.
• **Graded Component:** This reflects which component the instructor will use to grade their students. (i.e. If the Lecture is the graded component, the instructor will see all students on the grade roster. If the Recitation is the graded component, the instructor/TA will see the students on each Recitation as a separate grade roster. This is helpful if there are different TAs grading multiple recitations.)

• **Class Components:** This shows all of the components that are associated together by an Associated Class number. The different component options are Lecture, Lab, Recitation, Independent Study, Workshop, Seminar, Field Experience, and Clinical.

• **Final Exam:** This column shows which component will or will not have a final exam. If **No** is selected, the Scheduling Office will not reserve a classroom for this class during finals week. If **Yes** is selected, a classroom will be reserved during finals week, and that component’s class meeting time will determine when the final exam will be held. For more information on Final Exams, see Final Exams | Section 14.

- **Graded Components** can NOT be changed after a student has enrolled. Contact the Scheduling Office to request any changes to the Class Components tab.
5. Click on the **Class Requisites** tab.

- On this tab, you can view if any prerequisites are being enforced. If there are any, you will see a **Requirement Group** number and the **Long Description** will show the prerequisites as they are listed in the Course Catalog. You can also have separate prerequisites for each Class Association. **For more information on Prerequisites, see**

- Prerequisites | **Section 15.**

---

**IMPORTANT INFORMATION**

**Adjusting Class Associations**

- Only the Scheduling Office can make changes to the details listed under Adjust Class Associations. When possible, all changes should be requested prior to students enrolling.
- Graded Components can **NOT** be changed after students have enrolled.
Overview

This section introduces the steps for printing the Schedule of Classes. The results are by Academic Organization, not by Subject.

At the completion of this section, you will be able to:

- Run and view the Schedule of Classes report for a term
  - This can be an especially useful summary after term roll, before students begin enrollment, and immediately before classes begin

Print the Schedule of Classes

Path: Main Menu → Curriculum Mgmt → Schedule of Classes → Print Class Schedule

6. Navigate to the **Print Class Schedule** component.

   - Click the Add a New Value tab.
   - Type in a Run Control ID
     - You only need to add a Run Control ID the first time you print the Class Schedule. After the Run Control ID is added, you can reuse it each time you need to print the Class Schedule.
   - Click Add.
Complete the applicable fields on the Print Class Schedule page:

- Term
- Academic Organization Node
- Session – leave blank to get results for all sessions
- Schedule Print
- Print Instructor in Schedule
- Campus
- Class Status

Click the Report Options tab. Check any applicable boxes:

- Print Meeting Pattern/Instr
- Print Meeting Pattern Topic
- Print Class Attributes
- Print Class Notes
- Print Global Notes
- Print Sections Combined
- Print Class Characteristics
- Print Class Enrollment Limits
- Print Class Nbr for Non-Enroll
- Print Requirement Designation
• Print Reserve Capacities
• Report Only (always check)

7. Click **Save** and then click **Run**.

8. Confirm the Server Name field is blank.
   
   o It will default to the correct server.

9. Select the **Schedule of Classes** checkbox. (Process Name SR201OS).
   
   o The OS at the end of the process name indicates it is a custom OSU report.

10. Click **OK**.
   
   o After you click OK, the Print Class Schedule page will be displayed.
11. Click the **Process Monitor** link.

- The Process Instance number (ex., 6029875) or the Process Type (ex., SR201OS) will help you identify the process you just ran.
- The process is finished when the Run Status is “Success” and Distribution Status is “Posted”. Click the Refresh button to update the Run Status immediately (“Queued” and “Processing” indicate the process is still running).
12. Click the **Details** link to view the **Schedule of Classes** report.

13. Click the **View Log/Trace** link.

14. Select the **PDF** report to be viewed.
15. View the report.
Overview

This section introduces the steps for viewing and printing class rosters.

At the completion of this section, you will be able to:

- View the total number of students enrolled in a class by their enrollment status
- View individual student information including Name, Student ID, Grading Basis, Units Taken and Primary Academic Program
- Export a class roster to Excel

View and Export Class Rosters

Path: Main Menu → Curriculum Management → Class Roster → Class Roster

1. Navigate to Class Roster component. Complete the following fields:
   
   - Term
   - Subject Area
   - Catalog Nbr
   - Class Nbr (optional)
   - Click Search.
2. Click on the desired class.

3. Click the Enrollment Status drop-down list to select “All”, “Enrolled”, or “Dropped” students in this class.
4. Review the information for each student in the class.
   
   o Click a column heading to re-sort the roster by that column.

5. Click on the **Class Subject Area, Catalog Number and Section Number (Class Number)** to view **Class Detail**.

6. Review **Class Details**.
   
   o Click Return to Class Roster to return to the Class Roster page.
7. Export **Class Roster** to Excel

- **Make sure pop-up blockers are not enabled**
Overview

This section introduces the steps for searching for an available facility. Facilities are either “general assignment” or owned by an Academic Organization.

At the completion of this section, you will be able to:

• Find an available facility

Search for an Available Facility

Path: Main Menu → Curriculum Management → Facility and Event Information → Search for a Facility

1. Navigate to the Search for a Facility search component.

   o Academic Institution (OSUSI, if not defaulted)
   o Click Search.

   ![Search for a Facility](image)
2. Complete the following fields on the **Facility Search Criteria** tab

   - **Search Option: Fixed Start/End Time** used to find rooms available with a definite start/end time. For flexible time options, see Step 4 below.)

     - **From Date (mm/dd/yyyy)**
     - **End Date (mm/dd/yyyy)**
     - **Meeting Start Time**
     - **Meeting End Time**
     - **Select the appropriate meeting day(s)**
     - ** Facility Type (optional)**
     - **General Assignment:**
       - **Yes** searches only general assignment spaces
       - **No** searches only department-owned spaces that may require department approval
     - **Room Capacity From**
     - **Room Capacity To**
     - **Building (optional)**
     - **Room Characteristic 1 (optional)**
     - **Room Characteristic 2 (optional)**
     - **Room Characteristic 3 (optional)
3. Click **Fetch Facilities** and view the results.

![Facility Search Criteria](image)

```
Academic Institution: The Ohio State University

The following facilities match your search criteria. From Date: 05/08/2017, End Date: 05/12/2017, Meeting Start Time: 10:00AM, Meeting End Time: 12:00PM. Day of Weeks: Mon Wed Fri. General Assignment: Yes. Room Capacity From: 20, Room Capacity To: 40. Buildings: 046, Room Characteristics: 32, Room Characteristics: 33.
```

- **The system automatically enforces 15 minutes of transition time between classes/events**

4. Click the **Facility Search Criteria** tab

   - Change the Search Option to Meeting Length: To find rooms available with a flexible Start/End time
   - Enter the From Time, End Time, and select the day(s) of the week
   - Enter the desired Meeting Length (in minutes)
5. Click **Fetch Facilities** and view the results.

   - The results will show rooms available during the specified From and End times. Available times are listed in the far right column and are in military time. (e.g. 3:00pm = 15:00)

   ![Facility Search Results](image)

   - The system automatically enforces 15 minutes of transition time between classes/events

   **IMPORTANT INFORMATION**

   **Searching using a minimum and maximum capacity**

   - When searching for an Available Facility, be sure to enter a range for the Room Capacity From and Room Capacity To boxes to return results. Making these fields the same number will only return results for that specific capacity only.
Overview

This section introduces the steps for using the Room Matrix.

At the completion of this section, you will be able to:

- View the reservations displayed in the Room Matrix for both classes and events

Use the Room Matrix

Path: Main Menu → Campus Community → Campus Event Planning → Event Management → Room Matrix

OR

Path: Main Menu → Curriculum Management → Schedule of Classes → Room Matrix

1. Navigate to the Room Matrix page. Complete the following fields:

   - Facility ID (using the magnifying glass will populate all spaces on campus, including both general assignment and department-owned spaces)
   - Show Week of
   - Start Time (modify values if necessary)
   - End Time (modify values if necessary)

2. Click Refresh Calendar.
Orange entries on the room matrix represent combined sections or overlapping reservations.

3. Adjust **Display Options**.

   o Select a variety of options from the bottom of the matrix (e.g. selects Tuesday and Thursday only, uncheck Show Events.)
4. Click **Refresh Calendar**.

   - The page is refreshed with only the edited options displaying – in this example, Tuesday and Thursday classes in JR0270.

![Room Matrix](image)

**IMPORTANT INFORMATION**

**Important steps for returning accurate results**

- After entering a Facility ID, always remember to click Refresh to return results for that space. Not doing so will result in a false return.
- The default Start and End times on the Room Matrix are 8am to 6pm. To see results before 8am and after 6pm, change the times and click Refresh.
Overview

This section introduces the steps for scheduling an event through the Campus Community module.

At the completion of this section, and depending upon your security access, you will be able to:

- Request an event
- Provide contact, facility, dates, times, resource, and sponsor information for each requested event
- Search for unprocessed event requests and communicate the status of the Requests to the users

Schedule an Event

**Path:** Main Menu → Campus Community → Campus Event Planning → Event Management → Events

1. Navigate to the Events page in the Campus Community module.
   - Click the Add a New Value Tab.
   - Click Add.

   *The system will populate the Event ID field with a number after the event request is saved.*
2. Complete the following fields on the **Event** tab:
   - Status (defaults to Requested when the request is new, and cannot be changed by requester)
   - Description (title of the event)
   - Short Description
   - Event Type (default is Meeting)
   - Academic Institution (do not change default)
   - Event Manager (defaults to requester)
   - Comment (optional)

3. Click the **Meeting Detail** tab. Complete the following fields:
   - Description
   - Short Description
   - Campus Meeting Type
   - Meeting Start and End Date: Create a one day event by selecting the same Meeting Start Date and End Date. The day of the week checkbox will default. When choosing a range of dates, select the days of the week in the range.
   - Meeting Start Time and End Time
   - Expected Attendance
   - Use the Comment box to include additional information, if necessary.
4. Click the **Find** link next to **Facility ID**.

   o The Search Option box will default to Fixed Start/End Time. **See Step 8 for flexible start time options.**

   o The General Assignment dropdown box will default to Yes. Yes should remain as this will return General Assignment rooms (in which the Scheduling Office can schedule) in the results.

   • For a list of General Assignment rooms available through the Scheduling Office, please visit our website at [http://registrar.osu.edu/scheduling/index.asp](http://registrar.osu.edu/scheduling/index.asp) and select the appropriate term under the “Classrooms Information” header

   o Fill in the Room Capacity boxes.

     • Select a range rather than entering an exact number in both fields.

   o Use the Room Characteristic boxes to specify needs for a room.

     • Never search for a room with both the “51” and “52” characteristic as these values are mutually exclusive. The same is true for the furniture characteristics 30, 31, 32 and 33. Entering more than one of these will return no results.
5. Click the Fetch Facilities button.

   o The Facility Search Results page will display all available rooms on campus meeting the criteria.
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6. Select a checkbox for the desired facility for your event.
7. Click **OK**.
   - You will be returned to the Meeting Detail tab and the room you selected will be populated in the Facility ID field.

8. For a flexible start time, change **Search Option** box to **Meeting Length**.
   - From Time: Specify the earliest the meeting can start
   - End Time: Specify the latest the meeting can run
   - Meeting Length (Minutes): Specify the desired length of the meeting in minutes

9. Click the **Fetch Facilities** button.
   - The Facility Search Results tab displays. The far right column will display the 90 minute time period in which the specified room is available between 9am and 3pm. Times listed are in military time (i.e. 3:00pm = 15:00).
10. Select a checkbox for the desired facility for your event.

- **Note if there are two or more times available for one room, clicking on the check box will select the earliest time for the space. To select the later time, make note of the time and manually adjust it on the Meeting Detail tab.**

11. Click **OK**.
   - You will be returned to the Meeting Detail tab and the room you selected will be populated in the Facility ID field.

12. To add more rooms to a request or to make multiple requests on one form, click the blue plus (+) sign in the top right corner of **Meeting Detail** tab.
   - Leave the Copy Row check box checked to replicate current screen on next row of request. The next row will have the same information with a blank Facility ID box to allow another room to be entered. The information (date, time, description, etc.) on the second row and all preceding rows can also be altered or adjusted as needed. Users are able to enter as many rows as needed on one request.
13. Click the Meeting Sponsor tab.

- The Campus Coordinator will populate to the requester’s name. This is also the person who will receive the event confirmation once the Scheduling Office confirms the event.
- Populate the Department field with proper department code (use magnifying glass to locate department)
- Please do not populate the Other Coordinator box. The Scheduling Office uses this box internally.

14. Click Save.

- An Event ID (shown at top) is generated when the record is saved. This is how to know the event is requested and the Scheduling Office will email a confirmation in due time. Keeping track of your Event ID will help to check on the approval status of your event later.
15. Review requested events.

Path: Main Menu → Campus Community → Campus Event Planning → Event Management → Events

- Select a Status of Requested.
- Click Search.
- View the list of meetings that you have requested.
- To see if your event has been approved, select a Status of Approved.
16. Select an event to cancel.

   - Change the Status to Cancelled.
   - You will receive a message asking if you are sure you want to cancel the event.

   ![Image of event cancellation process]

   - Click OK to cancel the Event ID and then click Save.
   - The room will be unscheduled, but the request remains intact.

17. To approve an event in one of your department’s rooms, you will need to request special access from the Scheduling Office. Once your access is processed, follow these steps:

   - After saving your event request, click the Meetings path on the far left Menu.
Change the Status of the request to Approved in the top right corner.

Once an event is in Approved status, it will show on the Room Matrix.

IMPORTANT INFORMATION

Approving events for departmentally-owned spaces
- Departments will be granted the ability to schedule departmentally owned spaces upon request. The Scheduling Office will determine the level of access.

Requesting space for student organizations
- All student organization event requests MUST go through the Ohio Union Event Staff.

Events “On Hold” and event approval timeline
- If your event is placed in “On Hold” status, it is because the Scheduling Office has not yet started to approve non-credit class events for that semester. The Scheduling Office will start approving events for the semester approximately one week after the last student enrollment appointment window opens, with the exception of Autumn semester. Autumn events will be approved approximately two months prior to the start of the term. For a more detailed timeline, please visit the Scheduling Office website: http://registrar.osu.edu/scheduling/index.asp. Under Important Scheduling Information, click on the Scheduling Calendar for the current year. The Event Request approval timeline is line number 14 on the document.
Overview

This section provides information that scheduling contacts need to know about final exams, including:

- Understanding the Final Exam Schedule
- Viewing assigned final exam times/locations for a class
- Finals Determination Lists
- How to submit final exam requests for your department
- Common exams
- Important Deadlines

Final Exams

Final exams take place after the last week of classes for each term.

- For Autumn and Spring, the final exam period is five days, and for Summer, it is three days.
- Session 1 classes also have finals exams, which are only two days.
- Final exams should be one hour and forty-five minutes long.
- The Final Exam Schedule with specific dates for each term can be found at registrar.osu.edu/scheduling/ under the Course and Event Related heading.

Final Exam Schedule

The Final Exam Schedule for each term contains the specific dates and times that a class will be scheduled to hold their final exam. The algorithm used to determine these dates and times does not change from term to term, but the specific dates do. The first meeting weekday and the start time of a class determines when the final exam will be held. Below is an example of the Autumn 2013 Final Exam Schedule.
The following classes are treated as exceptions to the final exam schedule:

- Classes with Thursday or Friday as the first meeting day of the first whole week
- Classes with a start time that is before 8:00am

> Scheduling Contacts should initiate a request to the Scheduling Office for a final exam time/location for these classes.
Final Exams | Section 13

- **Weekend classes** should hold their final exams on the last class meeting date in the regularly scheduled classroom.

- **All Summer classes except those meeting the 12 week Summer term (1S)** (This includes all Four Week, Six Week, and Eight Week session classes) should hold their exams during the last class period. There are no designated exam days for these sessions.

- **Session 1** final exams in Autumn and Spring have two available options:
  
  - A final exam at the regularly scheduled class time on the last day that the class would have met during the Session 1 final exam days, so as to allow for at least one reading day between the last day of instruction and the exam.

  - An evening final exam on the last day that the class would have regularly met during the Session 1 final exam days, or soon thereafter, so as to allow for at least one reading day between the last day of instruction and the exam. **Room scheduling arrangements must be made in advance through the Scheduling Office.**

![Table showing exam days](image)

**Final Exam Components**

Only one component can be listed as **Yes** for having a final exam. Whichever component has a **Yes** under the Final Exam column will automatically have their regular classroom reserved during finals week according to the Final Exam Schedule. To view which component is listed as having a final exam, use the following path:

- **Main Menu** → **Curriculum Management** → **Schedule of Classes** → **Adjust Class Associations** → **Class Components tab**

  - For the example below, the final exam component is the Lecture.
The meeting pattern for this Lecture is T/Th from 12:40-1:35pm in SM1153.
• According to the Autumn 2013 Final Exam Schedule, classes with Tuesday as the first meeting day of the week and a start time between 12:10pm-12:59pm will have their final exam on Tuesday, December 10\textsuperscript{th} from 2:00pm-3:45pm.

<table>
<thead>
<tr>
<th>WITH START TIMES WITHIN THIS RANGE:</th>
<th>WILL HAVE THEIR FINALS ON:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am to 8:49am</td>
<td>Monday Dec 9 8:00am-9:45am</td>
</tr>
<tr>
<td>8:50am to 9:39am</td>
<td>Friday Dec 6 10:00am-11:45am</td>
</tr>
<tr>
<td>9:40am to 10:29am</td>
<td>Monday Dec 9 10:00am-11:45am</td>
</tr>
<tr>
<td>10:30am to 11:19am</td>
<td>Wednesday Dec 11 10:00am-11:45am</td>
</tr>
<tr>
<td>11:20am to 12:09pm</td>
<td>Tuesday Dec 10 12:00pm-1:45pm</td>
</tr>
<tr>
<td>12:10pm to 12:59pm</td>
<td>Tuesday Dec 10 2:00pm-3:45pm</td>
</tr>
</tbody>
</table>

• When the final exam scheduling program is run, the final exam reservation for this class will appear on the Exam tab, which you can view at the following path:

Main Menu \rightarrow Curriculum Management \rightarrow Schedule of Classes \rightarrow Maintain Schedule of Classes \rightarrow Exam tab

• You will also be able to view a comprehensive list of final exam assignments for all classes on our website: \url{http://registrar.osu.edu/scheduling/index.asp}. It will be located under the Course & Event Related heading with the title “(Term) Finals Assignment List (pdf)”.

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Finals Determination Lists

Approximately two months prior to the final exam week for each term, you will receive a Finals Determination List for your department. This Excel spreadsheet will contain a list of all of the classes that have a final exam component marked as Yes on the Adjust Class Associations page.

- The column on the far right labeled “Final Exam? Y/N” should be completed by the Scheduling Contact for each department and sent back to the Scheduling Office.
  - Classes that have a Y in the last column or that are left blank will automatically have their regular classroom reserved during finals week according to the Final Exam Schedule.
  - Classes that have a N in the last column will not have a room reserved for them during finals week, unless a separate request is submitted to the Scheduling Office.
Requesting a different final exam time/location
To request a different final exam time and/or location, please email the Scheduling Office your preferred exam date, time, and location.

- Final exam requests should not be submitted as Event Requests in SIS.
- If your request is approved, our office will update the Exam tab of the class and send you an email confirmation.

Common Exams
Common final exams are when two or more classes prefer to hold their final exam at the same time in the same room. Common finals will be given as an exception to the listed schedule when approved by department chairpersons, deans, and the Scheduling Office. An announcement that a common final exam will be given should be made in class during the first week of classes.

- Departments who offer common exams must provide an alternate exam time and work to resolve conflicts generated by common exams.
- Common final exams are restricted to the evening hours of 6:00-7:45pm and 8:00-9:45pm.
- All requests for common finals should have college and departmental approval and be submitted via email to the Scheduling Office by the deadline noted on the Scheduling Calendar.
- Common exam times and locations will be individually confirmed back to departments via email, and will not appear on the Finals Assignment List posted on our website.

Important Deadlines
The Scheduling Calendar contains several important deadlines regarding final exams. It can be found on our website at registrar.osu.edu/scheduling/. It is located under the Important Scheduling Information heading with the title “Scheduling Calendar (Year)”. Look for the following entries:

- Common Midterm Exam Dates/Times due to Scheduling
  - One week before enrollment appointments open
- Common Final Exam Dates/Times due to Scheduling
  - Approximately six weeks before the term begins
- Common Final Dates/Times Confirmed to Departments
  - Approximately three weeks before the term begins
- Finals Determination Survey sent to Departments
  - Autumn and Spring: ninth week of the term; Summer: seventh Monday of the semester
- Finals Assignment List with Exam Dates/Times Posted
  - Autumn and Spring: tenth week of the term; Summer: Wednesday of ninth full week
Final Exam info on our website

- Final exam information, schedules, and assignments can be found on our website at http://registrar.osu.edu/scheduling/index.asp.

Submitting Final Exam Requests

- Final Exam requests should be submitted to the Scheduling Office via email, not as Event Requests in SIS.

Final Exam Schedule Exceptions

- Classes with Thursday or Friday as the first meeting day must initiate a request with preferred exam day/time/location to the Scheduling Office. Otherwise we will assume that the class is not holding a final exam and a time/classroom will not be reserved.

Common Final Exams

- Common final exam requests are due approximately six weeks prior to the start of the term.
- Common final exams are restricted to the evening hours of 6:00-7:45pm and 8:00-9:45pm, and departments must offer an alternate exam time for students with conflicts.
Overview

This section provides information that scheduling contacts need to know about prerequisites, including:

- Viewing prerequisites for a course
- Prerequisite Enforcement
- Instructor Consent
- Updating Prerequisites

Prerequisites

**Viewing Prerequisites for a Course**

Prerequisites are courses, standings, grades, programs, majors, etc. that are required in order to enroll in a course. Exclusions are part of a prerequisite, and are courses, standings, majors, etc. that students must not have in order to enroll in a course. An exclusion typically begins with the phrase “Not open to students....” Prerequisites for a class can be viewed in three different places:

**Course Catalog:** Main Menu → Curriculum Management → Course Catalog → Browse Catalog

- Navigate to the desired Subject Area by using the alphabet at the top of the screen.
- Click on the Subject Area to expand the list of active courses in that subject.
- For courses with multiple offerings, select the desired Course Offering from the next screen.
- The prerequisites will show at the bottom under “Description”, and if they are being electronically enforced, they will also show under “Enrollment Requirements”.

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Class Search: Main Menu → Curriculum Management → Schedule of Classes → Class Search → Class Detail

- The prerequisites will show at the bottom under “Description”, and if they are being electronically enforced, they will also show under “Enrollment Requirements”.
Adjust Class Associations: Main Menu → Curriculum Management → Schedule of Classes → Adjust Class Associations → Class Requisites Tab (Long Description)

- The prerequisite will only show here if it is being electronically enforced.
**Prerequisite Enforcement**

Per department request, prerequisites are built manually for each course and electronically enforced by the Scheduling Office.

- If prerequisites for a course or an entire department are not being enforced, send an email to the Scheduling Office, and we will send you a spreadsheet containing all of your department’s prerequisites so that you can let us know which should/should not be enforced.

- Due to the transition from quarters to semesters, *quarter equivalents* to semester prerequisites should also be listed in order for students who took the quarter course to be able to enroll. (e.g. Prereq: Math 1148 (148) means that a student needs to have taken Math 1148 in semesters or Math 148 in quarters to be eligible to enroll.)

- You can also choose to enforce a prerequisite for just one specific term, or just one section of a class. To do this, our office would attach the Requirement Group Number associated with the prerequisites to the **Class Requisite tab** in Adjust Class Associations (shown below), as opposed to entering the Requirement Group Number on the Offerings tab of the Course Catalog.
Instructor Consent

Some prerequisites list “permission of instructor” or “permission of department” as part of the prerequisite. Consent is electronically enforced separately from prerequisites, and they cannot both be enforced at the same time. Below are some examples of what determines which is enforced:

- **Prereq: Permission of Instructor** – If the only prerequisite listed is “permission of instructor,” Instructor Consent will be electronically enforced.

- **Prereq: Math 1148 (148) or permission of instructor** – If there is an “or” between the prerequisite and the permission of instructor, then only the prerequisite will be electronically enforced.

- **Prereq: Math 1148 (148) and permission of instructor** – If there is an “and” between the prerequisite and the permission of instructor, then only the Instructor Consent will be electronically enforced.

- Consent is enforced at the course level in the Course Catalog.

- Consent can also be electronically enforced for just one term or just one section of a class. Up until two weeks before the start of the term, Scheduling Contacts can adjust the consent on the Enrollment Cntrl tab of the class by using the following path:

  Main Menu → Curriculum Management → Schedule of Classes → Maintain Schedule of Classes → Enrollment Cntrl tab (Consent)

  "Note that adjusting from “No Consent” to “Inst Cnsnt” or “Dept Cnsnt” will override any prerequisites that were previously being electronically enforced."
Prerequisite Updates

Any updates to prerequisites need to be submitted through the curriculum.osu.edu course change process and be approved by the Office of Academic Affairs before the change can be implemented by the Scheduling Office. The deadlines for submitting course changes for each term are below, and are approximately 45 days before registration.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td>September 1</td>
</tr>
<tr>
<td>Summer Term</td>
<td>January 1</td>
</tr>
<tr>
<td>Autumn Semester</td>
<td>February 1</td>
</tr>
</tbody>
</table>

- Access to curriculum.osu.edu can be attained by emailing access@osu.edu. Provide them with your name.##, Academic Org #, and level of access needed (usually Unit Approval).

**IMPORTANT INFORMATION**

**Prerequisite Enforcement**
- If prerequisites for your department are not being electronically enforced and you would like them to be, email the Scheduling Office.

**Instructor Consent**
- Permission of Instructor and prerequisites cannot be electronically enforced at the same time. Enforcing Instructor consent will override the prerequisites.

**Prerequisite Updates**
- Updates to prerequisites must go through the curriculum.osu.edu course change process and be approved by OAA before the Scheduling Office can implement the changes.
- Changes to prerequisites must be submitted approximately 45 days prior to registration for that term.
Overview

This section provides information that scheduling contacts need to know about distance education, including:

- How to indicate a distance education section on the schedule
- Distinguishing between the different distance education labels
- Fees associated with distance learning
- Differences between distance learning and off-campus locations
Distance Education

The document below can be found on our website here:

OHIO STATE DISTANCE EDUCATION DEFINITIONS

The consistent use of labels with distance education programs and courses is critical for compliance requirements, accreditation reporting, and clear and effective consumer information.

Distance Education at Ohio State

- Distance course: 75% or more of instruction is offered by distance
  - Ohio State defines distance courses by two instruction modes:
    - Distance Learning (DL): 100% of instruction is offered by distance
    - Distance Enhanced (DH): 75-99% of instruction is offered by distance
- Distance program: 50% or more of the courses offered in a program are distance courses
  - Students in Ohio State Online programs are enrolled in the ONL (Online Learning) Subplan.

NOTE: OSU interprets instruction as formalized instruction.

In order to serve a larger set of potential students and to meet university goals, ODEE advocates distance programs that comprise Distance Learning (DL) courses only.

Distance Course

A distance course is one where 75% or more of instruction (synchronous or asynchronous) uses one or more of the following technologies: the Internet; one-way and two-way transmission through open broadcast, closed-circuit cable, microwave, broadband lines, fiber optics, satellite, or wireless communication devices; audio-conferencing; or videocassettes, DVDs, and CD-ROMs used in conjunction with any of the other technologies.

Distance Program

A distance program is a postsecondary educational program offered by an institution of higher education that leads to an academic or professional degree, certificate, or other recognized educational credential.

NOTE: OSU does not include minors as a stand-alone educational credential for distance education.

eLearning

eLearning is broadly inclusive of all forms of educational technology in learning and teaching. eLearning occurs when learning opportunities are directed via electronic media, typically on the Internet. eLearning can occur in or out of the classroom and is particularly suited to distance learning and other technology-empowered learning models, such as Hybrid, Flipped, and HyFlex.
SIS Instruction Mode Labels

<table>
<thead>
<tr>
<th>Instruction Mode</th>
<th>Description</th>
<th>Percentage of formalized instruction eligible to be completed at a distance</th>
<th>Percentage of formalized instruction required to be completed in-person</th>
</tr>
</thead>
<tbody>
<tr>
<td>DL</td>
<td>Distance Learning</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>DH</td>
<td>Distance Enhanced</td>
<td>75% to 99%</td>
<td>1% to 24%</td>
</tr>
<tr>
<td>HY</td>
<td>Hybrid Delivery</td>
<td>25% to 74%</td>
<td>25% to 74%</td>
</tr>
<tr>
<td>P</td>
<td>In-Person</td>
<td>0% to 24%</td>
<td>75% to 100%</td>
</tr>
</tbody>
</table>

Class Delivery Method Labels (For DL and DH Instruction Modes only)

<table>
<thead>
<tr>
<th>Class Attribute Value</th>
<th>Description</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>WE</td>
<td>World Wide Web</td>
<td>Web is used to present course-related materials and links to supplementary sites; includes audio or video castings of material</td>
</tr>
<tr>
<td>OD</td>
<td>Other Technology</td>
<td>Other emerging technologies not covered in other defined areas</td>
</tr>
</tbody>
</table>

Considerations

FEES: Any student who is enrolled in only Distance Learning (DL) courses throughout a term is charged a $100 distance education administration surcharge. A $5 non-resident distance education fee will replace any applicable non-resident fees, and all university site-based fees will be waived. If a student has any Distance Enhanced (DH), Hybrid (HY), or In-Person (P) courses scheduled, all regular fees will be assessed.

DISTANCE EDUCATION FUNDING MODEL: The distance education funding model is student-centered. If a student is enrolled in an Ohio State Online program (identified by the ONL Subplan), the distance education funding model will be applied to all Distance Learning (DL) and Distance Enhanced (DH) credit hours for that student.

NOTE: The distance education funding model is distinct from the distance education admin surcharge.

COURSE SECTIONS: Course instruction mode is determined one section at a time. Many courses have a lecture section and a recitation or lab section. It is entirely possible to have a course that comprises both a Distance Learning (DL) lecture section and an In-Person (P) lab or recitation section.

DH vs. DL: For Distance Enhanced (DH) courses, consider opportunities for students to complete the in-person requirements at a distance so the course can be considered Distance Learning (DL), thus opening the course to a wider audience. If students are permitted to find alternative means to complete all in-person requirements at a distance, the course should be labeled Distance Learning (DL), not Distance Enhanced (DH).

INSTRUCTION TIME: The Ohio Board of Regents defines one semester credit hour as a minimum of 750 minutes of formalized instruction, typically requiring students to work on out-of-class assignments an average of twice that amount of time.

The following chart may assist you in calculating percentages for the instruction mode:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>DL—Distance Learning: P—in-Person</th>
<th>DH—Distance Enhanced: 75% to 99% of instruction</th>
<th>HY—Hybrid Delivery: 25% to 74% of instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>750 mins</td>
<td>563 to 749 mins</td>
<td>188 to 562 mins</td>
</tr>
<tr>
<td>2</td>
<td>1,500 mins</td>
<td>1,125 to 1,499 mins</td>
<td>376 to 1,124 mins</td>
</tr>
<tr>
<td>3</td>
<td>2,250 mins*</td>
<td>1,668 to 2,249 mins</td>
<td>564 to 1,667 mins</td>
</tr>
<tr>
<td>4</td>
<td>3,000 mins</td>
<td>2,250 to 2,999 mins</td>
<td>752 to 2,249 mins</td>
</tr>
<tr>
<td>5</td>
<td>3,750 mins</td>
<td>2,813 to 3,749 mins</td>
<td>940 to 2,812 mins</td>
</tr>
</tbody>
</table>

*In order to fulfill the 2,250 minute requirement, a typical three-credit-hour course will meet either three times per week for 55 minutes or two times per week for 80 minutes.

Updated 4/29/16

Office of Distance Education and eLearning
odee.osu.edu | odee@osu.edu
Indicating a Distance Education Section

The Instruction Mode on each section will automatically default to In Person instruction. To adjust the Instruction Mode to indicate a type of distance education, click on the magnifying glass and select one of the other three options.

- The Instruction Mode that you select will roll forward to the next year, so be sure to check that they are accurate after each term roll.
- Changing an Instruction Mode either to or from DL (Distance Learning) after enrollment could alter student fees.
  - Students who are enrolled in only DL classes are charged a $100 distance education fee. A $5 non-resident distance education fee will replace any applicable non-resident fees, and all university site-based fees will be waived.
- The Instruction Mode should be selected based on that section only. For example, if a lecture is 100% online and the corresponding recitations meet In Person, the lecture section should be listed as ‘DL’ and the recitation sections should be listed as ‘P’. Each individual section should accurately identify where the instruction is occurring.
Off-Campus Location Codes

A section requires an off-campus location code if instruction is occurring In Person in a location other than the Columbus campus. The Instruction Mode should always be ‘P’ for these situations.

- Only our office can adjust the Location code on the Basic Data tab – contact us when this needs to be changed
- The most common off-campus location codes are **CS-COLOFF** and **CS-OFFCAMP**
  - **CS-COLOFF** (Columbus Off Campus Location): Use this when the instruction occurs outside of the Columbus campus, but within Franklin and the six contiguous counties
  - **CS-OFFCAMP** (Off Campus Location): Use this when the instruction occurs outside of Franklin and the six contiguous counties – classes with this code are exempt from Columbus campus site-based fees
1. Work with your Education Abroad Liaison and OIA to determine which programs have been approved for the upcoming term.

2. Using the Schedule New Course or Maintain Schedule of Classes pathway in SIS, create a new class section with the following criteria:

   - SA in the section number

   - Resident Director listed as Primary Instructor with Post access; Laurie Ogburn from OIA listed as Grdr N-SEI with no grading access

Note: It is critical that all Education Abroad classes are set up properly using the below instructions. Once created, the class number and program number must be emailed to the Scheduling Office and Laurie Ogburn in OIA. Failure to do so will have financial implications for students.
- IASA Student Group Reserve Cap

- Start date is typically the day enrollment begins for the term
- Requirement Group # is always 13180
- Cap Enrl can be set as needed, but must match the Enrollment Capacity on the Enrollment Cntrl tab
• For 5000-level courses, create both an Undergraduate and Graduate section if necessary, and combine them in the Combined Sections Table

• The Office of International Affairs – Education Abroad will communicate the necessary and approved Program Numbers and Study Agreement IDs to both the College Liaisons and the Department Scheduling Contacts of the departments that are offering Education Abroad sections during a given term. Send the class number (from SIS), program number (series of numbers), and study agreement ID (series of letters) to the appropriate term manager in the OUR Scheduling Office and copy Laurie Ogburn (.4) in OIA. Contact information for the Scheduling Office can be found here: [http://registrar.osu.edu/scheduling/SchedulingContent/schedContacts.asp](http://registrar.osu.edu/scheduling/SchedulingContent/schedContacts.asp)

  • Examples of Program Numbers and Study Agreement IDs:

<table>
<thead>
<tr>
<th>Program Numbers</th>
<th>Study Agreement IDs</th>
</tr>
</thead>
<tbody>
<tr>
<td>17898</td>
<td>MS ENR AUS</td>
</tr>
<tr>
<td>13535</td>
<td>MS AHR ITA</td>
</tr>
<tr>
<td>13998</td>
<td>SOOCHOW</td>
</tr>
<tr>
<td>12429</td>
<td>LND THTR</td>
</tr>
</tbody>
</table>

• The Scheduling Office will then add the International Location Code and the OIA Program Number/Study Agreement ID attribute.
Helpful Links

The following are some helpful websites to reference in your role as a scheduling coordinator.

**registrar.osu.edu**
- University Calendars
- Policies
- University Registrar Forms

**go.osu.edu/ClassroomScheduling**
- Scheduling Calendar
- Scheduling Policies
- Finals List
- Department Contact List
- General Assignment Rooms

**go.osu.edu/SchedulingStaff**
- Scheduling Staff Contact Information

**go.osu.edu/ScheduleTraining**
- Managing the Schedule of Classes Training Manual (PDF)

**go.osu.edu/HelpDocuments**
- Class and Grade Roster
- Program/Plan
- Enrollment

**go.osu.edu/CourseClassCatalog**
- Schedule of Classes
- Circulating Forms
- Current and Historic Course Catalogs

**curriculum.osu.edu**
- Curriculum Portal

**oaa.osu.edu/academicorganizationcurriculumhandbook**
- Academic Organization and Curriculum Handbook

**trustees.osu.edu/university/facultyrules**
- University Faculty Rules
Frequently Asked Questions

• How long do I have to adjust my department’s schedule of classes before the term starts?
  o From the term roll date until two Fridays before the start of the term

• Once my access has been reduced, do I still have access to add anything?
  o You always have access to adjust instructors and enrollment limits through Update Sections of a Class

• Can I schedule events for student organizations?
  o No. Please direct all student organizations to the Ohio Union

• One of my faculty members is having trouble accessing his/her classes in Carmen. What is the problem?
  o Check that the correct instructor has been assigned an instructor role
  o Send inquiries to carmen@osu.edu

• Is there anywhere that I can view pictures of the classrooms?
  o ODEE Classroom Services website
    • https://odee.osu.edu/classroom-services
  o registrar.osu.edu/scheduling – [Term] GA Rooms (pdf)
    • Links to Facility IDs will show 360 degree views of class

• How do I submit course changes and One Time Offerings for my department?
  o All course changes must go through the curriculum.osu.edu approval process and be approved by OAA (Office of Academic Affairs)
  o To request access to curriculum.osu.edu, email access@osu.edu and provide them with your name.###, Academic Org #, and level of access needed (usually Unit Approval).

• Why can’t I edit the meeting information in my combined section?
  o You must go to Schedule Class Meetings to update meeting information for combined sections
• What do I do if I can’t find a room for my class?
  o Try changing the meeting days/times or the enrollment cap.
  o If no GA rooms are available, try reaching out to other departments about their space availability.
Scheduling Office Contact Info

- **Senior Assistant Registrar** - Michael Gable
  - gable.24@osu.edu

- **Classroom Logistics Coordinator** – Joshua Hayes
  - hayes.644@osu.edu

- **Autumn Scheduling Coordinator** – Nicholas Painter
  - painter.124@osu.edu

- **Spring Scheduling Coordinator** - Kate McNeal
  - mcneal.114@osu.edu

- **Course & Summer Scheduling Coordinator** – Emily Guthrie
  - guthrie.186@osu.edu