

Welcome Scheduling Partners

Summer Data Entry Training

Presented by the Academic and Classroom
Scheduling Team

Office of the Registrar

sched@uoregon.edu

[Academic & Classroom Scheduling |
Office of the Registrar \(uoregon.edu\)](#)

Summer 2022

Deadlines and Dates to Remember

▶ Data Entry Dates and Deadlines

- ▶ Design Mode: Planning Phase **November 15-January 21** Enter your schedule information using CLSS. Assign department controlled rooms and instructors.
- ▶ Design Mode: Proof Phase switches to Refine Mode: Proof Phase on **January 24**. Validation must be completed by each department by **5:00 pm Friday, January 21st**
- ▶ Refine Mode: Proof Phase **January 24-February 14**. Schedule data is in Banner and CRNs have been assigned. During this window you will use SSADSCT to refine your class schedule, adding needed section notes, footnotes, cross-publishing and special dates for Dept/Instr approval or major restrictions. You will continue to use CLSS for final schedule changes, adding new courses, adding instructors, etc.
 - ▶ Fees, prereq's, etc. can be sent to sched@uoregon.edu
 - ▶ Course descriptions can be sent to sched@uoregon.edu

Continued.....

- ▶ Refine Mode: Room Assign Phase **February 15-22** CLSS will not be available for adds or changes.
- ▶ Refine Mode: Review Phase **February 23-March 2** CLSS available again for further additions and changes; some changes will kick off a workflow for approval by Academic Scheduling
- ▶ Refine Mode: Publish Phase **March 11** The Summer term class schedule will be updated online, available for students and faculty to view. This mode will continue until **June 15th**, just prior to classes beginning. Changes will likely kick off a workflow for approval by Academic Scheduling.
- ▶ Initial Registration Period is **May 2-6**
- ▶ Classes Begin **June 20th**
- ▶ Refine Mode: Post Add Phase **June 20---** Beginning this date, most changes will kick off a workflow for approval by Academic Scheduling

Getting Started

Running Reports, Reviewing your Proof and Making Changes

Step 1

Run your Schedule Proof

In Banner, enter SWREGRP in the opening screen and select Schedule Proof by Term/Dept or Coll. From the dropdown.

Enter the term code (202004) and Dept code then click 'Run Report'. This list will be useful when building your first Summer schedule in CLSS.

Step 2

Add New Courses and Note any Changes

With feedback from your department head, instructors, etc., determine which courses will be offered during Summer 2022 and eliminate those that will not from your list. You will want to add any new courses to your list as well as noting any differences or changes from last summer.

Parts of Term

- ▶ We have streamlined the list of parts of term and we think it will now be easier to find the correct summer session in CLSS.
- ▶ When entering your Summer classes, selecting the correct part of term is essential as selecting the incorrect one could impact students tuition refunds if they drop a class once started.
 - ▶ The weeks of Summer term are lettered A through L instead of numbered. The number after the letter tells you how many weeks the course lasts.
 - ▶ Select the part of term that begins on the first date of the class or just before and ends on the last date of the class or just after. For example, if a class starts the on Tuesday June 22nd and ends August 10th, you would pick A8. If it ends on July 13th, you would select A4.
 - ▶ The part of term for Summer is NEVER 1.
 - ▶ Use the Part of Term IS for Individualized Study courses.

Summer Final Exams

- ▶ Summer is different than other terms in that we do not schedule final exams.
 - ▶ It is expected that any final exams will be given during the last scheduled class meeting. If you need a larger room for a final exam, contact Academic Scheduling (sched@uoregon.edu)
 - ▶ Final exams cannot be given outside of the scheduled meeting times.

Meeting Times

- ▶ Course meeting times in Summer should still follow zone protocols as much as possible.
- ▶ Enter all department controlled room assignments in CLSS. Enter TBA as the location whenever a General Pool Classroom is NOT needed.
- ▶ You can enter preferences in CLSS when a General Pool Classroom is needed. Not all buildings are available during Summer session.
- ▶ Summer General Pool Classroom assignments are entered manually. This will be done during the 'Room Assign' Phase in CLSS.

A Few More Things.....

- ▶ Review any fees prior to the schedule publishing date. Once registration begins, fees cannot be increased or added.
- ▶ Review and edit all course restrictions before registration begins. All/any students may be able to register if restrictions are not in place.
- ▶ SWASBIN: Check Department header and footnotes. Email changes to Academic Scheduling (sched@uoregon.edu).
- ▶ Sequence courses should follow a 4/4/4 week model.

Contact Us

Academic Scheduling

Email:

sched@uoregon.edu

Web page:

[Academic & Classroom Scheduling | Office of the Registrar
\(uoregon.edu\)](#)

You can also reach us via Teams.

Sarah Strickler

Jane Nielson

Laura Potter

And as always, thank you
so much for all you do.

