

Academic Scheduling Policy

Classrooms, labs and conference rooms (spaces, hereafter) on the Fresno State campus are owned by the state (CSU Trustees). The campus president and his/her designees operate as representatives of the Trustees to manage and utilize these spaces.

Spaces on this campus for academic purposes are divided into two large groups: centrally-allocated space and non-centrally allocated space. Colleges and schools on campus are assigned a number of centrally-allocated spaces, for which they retain first-priority scheduling privileges. Non-centrally allocated spaces (e.g., lab rooms and conference rooms) are assigned to colleges and schools with exclusive-use privileges.

Centrally-allocated spaces are assigned to colleges with priority scheduling privileges by hours of the day and days of the week. It is important to recognize that "priority scheduling" has two limitations:

- 1) Priority scheduling privileges are time-sensitive: **an academic unit loses its priority when class schedules are submitted to the Academic Scheduling Office**. If a space/time is not used by the priority academic unit, Academic Scheduling will assign it to another unit that needs it. It is the priority unit's responsibility to carefully review and consider space allocations before submitting schedules.
- 2) Priority scheduling privileges are efficiency-sensitive: **if a priority unit fails to utilize space/time efficiently, the Academic Scheduling Office can reassign the space to maximize space utility**. Examples of low-efficiency assignments include, but are not limited to, small-enrollment classes assigned to large rooms. Classes assigned to centrally-allocated spaces must follow Academic Scheduling Guidelines for meeting patterns or the class may be removed from said space.

To ensure colleges do not lose their priority allocation privilege, college offices are strongly encouraged to communicate with the Academic Scheduling Office if they have questions about allocation efficiency.

Due to the high load of scheduling adjustments after schedules are submitted by the departments, the Academic Scheduling Office is unable to communicate with departments regarding all room changes made due to low-efficiency use or non-assignment of rooms by departments.

The Academic Scheduling Office retains the right to set a class to a status of "stop further enrollment" if

- enrollment has exceeded the maximum allowable capacity for the room to which it is assigned and we are within 30 days or less from the start of instruction;
- or in the case a class has not been assigned to a room and we are 30 days or less from the start of instruction.

- Prior to a class being set to “stop further enrollment” for exceeding the room capacity, warning emails will be sent indicating a larger room may be needed for the particular class.
- Within 30 days of the start of instruction, no classes will be allowed on the schedule without a room assigned. For classes with an ARR meeting pattern, GENCLSRM, OFFCAMP or DGTCAMP must be entered for the facility ID, based on whether the class is meeting face-to-face, off campus or online.

Academic Schedule

Schedule of Classes:

- Fall and Spring schedules are built independently of each other one year in advance.
- The class schedule calendar with specific scheduling dates and deadlines is posted at <https://academics.fresnostate.edu/scheduling/academic-scheduling.html> .
- A memo will be emailed to department assistants, deans’ offices assistants, department chairs and college associate deans announcing the opening of each term’s class schedule.
- ***Chairs should provide their ASCs with a mostly finalized schedule to build by the time the memo is received.***
- Fully-online classes meeting as DGTCAMP or DGTSYNC will automatically have the FONL – AB386 class attribute added, which means the class will be included in the CSU Fully Online program, with the exception of the following types of courses:
 - 190/290 courses/Independent Study
 - “I” Courses – Internship Courses
 - 500 Courses – Doctoral
 - Service-Learning Courses
 - Lecture/lab Courses - lecture(s) or lab(s) sections meet face-to-face
- **About CSU Fully Online** - If you’re a CSU student, you can take **one online course** through any of the CSU’s 23 campuses concurrently with your home CSU courses fall or spring semester at no additional cost (csufullyonline.com). A “fully-online” course is any class that is offered completely online, with no in-person or on-campus meetings required.
- Faculty must complete training through [CFE](#) for online instruction.
- Hybrid classes - the face-to-face meeting pattern for hybrid classes should make efficient use of the assigned rooms. As an example:
 - PLSI 2 01 **T** 0930-1045am **FFS316**
Online ARR
 - PLSI 2 03 **TH** 0930-1045am **FFS316**
Online ARR
- While scheduling classes out of meeting pattern in non-central, college-managed spaces is allowed, be aware of possible conflicts with Final Exam times.

Room Placement:

- On the Fresno State campus, we use a decentralized-centralized model for room scheduling.
- Departments and colleges have exclusive booking of their allocated rooms for a specific period of time (Rounds I and II) – “decentralized.”
- After that period of time has passed, all centrally-allocated lecture rooms revert back to the Academic Scheduling office (Round III) for exclusive booking – “centralized.”
- Periodic emails are sent during the schedule build process highlighting upcoming due dates, tasks, and reminders.
- Topics Course classes scheduled during prime time hours (M-F 9:00 am – 4:00 pm) may be bumped from a room for assignment of GE or other high-demand classes at the discretion of the Academic Scheduling Office.
- Enrollment Capacity should never exceed the room capacity because of safety issues. Room capacity is established by a state formula based on the square footage of the room and the type of seating. Do not use “Permission Numbers” to add students if the enrollment is greater than the room capacity.

Schedule Timeline

Fall Schedule Rounds:

Round I

- Class schedule shell created and released to departments on the first Wednesday in October.
- Memo goes out from the Academic Scheduling office that the schedule is open, and ***department chairs should have their mostly finalized schedules to their department assistants on this date.***
- Each department schedules all classes in the rooms allocated to their respective colleges/departments.

Round II

- Schedules due to college deans’ offices by the first Friday in December.
- College deans’ offices finalize the schedule, find rooms for “homeless” classes within their allocations, do a self-audit, and clean-up of the schedule prior to the due date to the Academic Scheduling Office.

Round III

- Fall schedule due to the Academic Scheduling Office by last Friday in January.
- The Academic Scheduling Office will perform an audit and clean-up of all college department class schedules.
- All centrally-allocated lecture rooms revert to Academic Scheduling Office management and are scheduled exclusively by the Academic Scheduling Office during this round of schedule building.

- “Homeless” classes will be assigned to the appropriate available rooms by Academic Scheduling.
-

Spring Schedule Rounds:

Round I

- Class schedule shell created and released to departments on last Wednesday in January.
- Memo goes out from the Academic Scheduling Office that the schedule is open, and ***department chairs should have their mostly finalized schedules to their department assistants on this date.***
- Each department schedules all classes in the rooms allocated to their respective colleges/departments.

Round II

- Schedules due to deans’ offices by last Friday in May.
- College deans’ offices finalize the schedule, find rooms for “homeless” classes with their allocations, do a self-audit, and clean-up of the schedule prior to the due date to the Academic Scheduling Office.

Round III

- Spring schedule due to the Academic Scheduling Office by last Friday in June.
- The Academic Scheduling Office will perform an audit and clean-up of all college department class schedules.
- All centrally-allocated lecture rooms revert to Academic Scheduling Office management and are scheduled exclusively by the Academic Scheduling Office during this round of schedule building.
- “Homeless” classes will be assigned to the appropriate available rooms by Academic Scheduling.