

University Scheduling Policy

Classrooms, labs and conference rooms (spaces, hereafter) on Fresno State campus are owned by the state (CSU Trustees). 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 Scheduling Office**. If a space/time is not used by the priority academic unit, 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 efficiently, Scheduling 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 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 University 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 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 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.
- *If you have to cancel a class after registration begins, make sure you uncheck the “Schedule Print” box on the Basic Data tab in Maintain Schedule.*

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 <http://fresnostate.edu/academics/scheduling/index.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.***

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 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 may be bumped from a room for assignment of GE or other high-demand classes at the discretion of the Scheduling Office.

New Schedule Timeline Starting with the 2019-2020 Schedule of Classes

Fall Schedule Rounds:

Round I

- Class schedule shell created and released to departments on first Wednesday in October.

- Memo goes out from 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 first Friday in December.
- College deans' offices finalize 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 Scheduling office.

Round III

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

Spring Schedule Rounds:

Round I

- Class schedule shell created and released to departments on last Wednesday in January.
- Memo goes out from Scheduling office 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 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 Scheduling office.

Round III

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

