Summer 2023 has been rolled in Banner to create Summer 2024. Please make your schedule changes using the excel document attached. All changes should be clearly marked. As usual, once your scheduler makes your initial changes you will be asked to resolve any conflict or question that your scheduler brings to your attention. After the initial schedule submission, we ask that you use the SZRCSCH report to view the updated schedule and to make changes to your text notes.

Instructors, room assignments, and cross list codes were included on the schedule. However, rooms outside your first priority spaces have been removed. KOM and MGB space assignments have been removed due to the renovation beginning in Summer 24. Cancelled courses were removed.

Due to the addition of the Juneteenth holiday, the Academic Scheduling Committee has voted to increase the standard meeting times for S5A and S5B by 15 minutes. This allows courses to be scheduled for the required meeting time. You will see these adjustments to your schedule and the new summer standard times on the website. Please review the meeting pattern for Blended sections offered in the S5A and S5B term.

To offer a course at a nonstandard meeting time, approval will need to be obtained. To begin the approval process, an email will need to be sent from the chair to the dean. Once both have approved, please forward this email to Anne Ford in the Scheduling Center. Last Summer, additional evening standard meeting times were added. When possible, please use these times for evening courses. When possible, labs should begin, end, or meet within a standard meeting time. This should allow the students more scheduling opportunities as they build their class schedules.

Please ensure that as many courses as possible are pre-assigned. If you have courses that need certain types of space or equipment, please pre-assign those courses so they are guaranteed the appropriate space. Please share space within your college in order to place courses in classrooms best matching enrollment with room capacity and find homes for courses without space in first priority rooms. Be proactive by contacting other departments to share space during the creation of the Summer 2023 schedule. For reasons of efficiency, the University uses a 67% average seat utilization. As a result, small classes may be relocated so larger classes can occupy larger rooms. For example, a class of 40 pre-assigned in a first priority classroom that seats 70 may be relocated to a smaller classroom if a class with enrollment greater than 47 needs a classroom.