Departments will be receiving their initial Summer 2020 schedule beginning next week with the memo below. The production timeline is attached.

All full term Summer 2019 courses have been rolled in Banner to create Summer 2020. Attached is the email Dr. Henson sent on May 20th explaining the new summer parts of term beginning Summer 2020. Because of the changes to the parts of term, only full term classes could be rolled into Summer 2020. Departments will need to indicate all courses they wish to add in a part of term other than the full term on their Excel spreadsheet.

The Schedulers have included a copy of your current Summer 2019 schedule as well as full term courses for Summer 2020. Please make your schedule changes using the excel document attached. Any courses that should be added, please include all pertinent information. This includes, course information, part of term, enrollment, standard meet time, location, instructor and any courses specifics. 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 also 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. Cancelled courses were removed.

Please note that all summer parts of term now have standard meet times. 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 Dr. Tyler Henson at the MT One Stop. 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 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 2020 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.