Spring 2021 has been rolled in Banner to create Spring 2022. 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 SZRC SCH 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.

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 MT One Stop. Please see the Schedule Production Timeline for dates and deadlines. If you unable to meet the dates and deadline on the timeline, please communicate this with your scheduler as soon as possible. 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.

Accelerated terms for Spring 2022, which includes Winter Session, A1 and A2 parts of term:
- All courses offered in the A2 term require a contact date prior to Census.
- Winter courses can be requested through your scheduler.
  - Winter courses must be offered online or remote. Remote Meeting patterns must be scheduled on the same day and time each week of the term.
  - Winter course dates must be listed as the entire Winter Session.
  - Winter courses do not have to be approved.
  - The spring 2022 dates and deadlines apply to all parts of term in the spring. This includes Winter, A1 and A2.

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 Spring 2022 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.