Fall 2023 has been rolled in Banner to create Fall 2024. Your fall 2024 schedule is attached.

Kirksey Old Main and E.W. Midgett building will be offline beginning Summer 2024 for several semesters. These buildings house University Studies, Computer Science and Math courses. This means that they will need to use space throughout the campus while this building is offline.

How does this impact your department?

- Space will be very limited.
- You should pre-assign as much space as possible to ensure your courses have space at the time the instructor requested. If a course requires special equipment or software, please make sure these are placed before the automatic scheduler runs.
- There will not be rooms available to move into if an instructor requests to move. It will be extremely important that your instructors and the department review assigned space before registration begins.
- If you have instructors teaching back to back and prefer to be in the same room, please place these classes before the automatic scheduler runs.
- Requests to hold courses during non-standard times will be limited due to limited space.
- The Registrar's Office will be placing University Studies, CSCI and MATH courses as well as General Education courses. We will need to use all available space.
- We are expecting to have a large number of courses that are initially unable to be placed in a space. These courses might need to change their meeting pattern to be placed.
- Please try to spread your courses out throughout the day. There are a surplus of rooms available at 8:00am and later in the afternoon.
- It might be a good idea to consider offering more blended and remote courses when possible. When offering blended courses, you can often use 1 space for 2 courses.
- If you are offering A1 and A2 courses, please make sure to share space.
- The Registrar's Office will be reviewing space carefully to ensure that space is used effectively.

An information meeting will be held online on Monday, October 9th at 2pm. This meeting will be recorded if you are unable to attend. We ask that all departments attend this session or watch the recording.

Please make your schedule changes using the excel document attached. If the instructional method is changing, please also note this change in the column, Instructional Method Changes. 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. 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 Scheduling Center. 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 Fall 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.