

Institutional Effectiveness
and Strategic Analytics

February 18, 2022

Academic Program Planning
sjsu.edu/assessment/program-planning/

To: Department Scheduling Coordinators

Academic Scheduling and
Space Management
<http://www.sjsu.edu/academicscheduling/>

From: Academic Scheduling and Space Management

Accreditation
sjsu.edu/accreditation/

Subject: Fall 2022 Schedule of Classes Production – **Round 1**

Assessment
sjsu.edu/assessment/

This memo addresses **ONLY Round 1** of the Fall 2022 schedule. Round 1 begins with the Fall 2021 schedule rolling active sections to create the Fall 2022 schedule in PeopleSoft.

Institutional Research
ir.sjsu.edu

Accreditation Liaison Officer

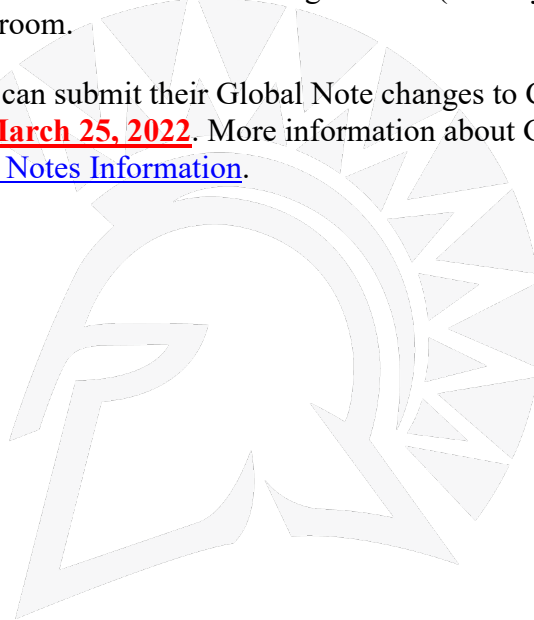
IMPORTANT:

WASC Senior College and
University Commission
(WSCUC)
wscuc.org

In Round 1, the Departments/Areas will complete the following: *(new items in red and bold)*:

1. Input the complete Fall 2022 schedule in PeopleSoft (Term **2224**).
2. General [Instruction Modes](#) information to keep in mind.
 - **Fully Online Classes** – Instruction Modes of 01, 02, and 10.
 - **Hybrid Classes** – Instruction Modes of 03, 04, 05, 06, and 11.
 - Use Instruction Modes 03, 04, or 11 if your class needs to meet in-person less than eight (8) times during the semester. Do not use Modes 3, 4, or 11 for classes that have more than 8 meeting patterns scheduled
 - Use Instruction Modes 05 or 06 if your class needs to meet in-person more than eight (8) times during the semester. Note, Mode 05 & 06 have 2 meeting patterns
 - **Use Mode 06 if class section will be taught as Hyflex. Schedule the In-Person meeting pattern first and the online meeting pattern second.**
 - **In-Person** – Use Instruction Mode P
3. Use specific section numbers to track certain sections. See scheduling Guidelines for exception.

- Block Scheduling – Use sections #60-79 for block scheduling, which may not apply to all departments. The purpose is to hold sections for first-year students in certain majors. In most cases, departments will get an email from Undergraduate Advising and Success Center asking for these sections to be set aside.
 - Fully Online Classes: Use section #80-97 with corresponding Instruction Modes 01, 02, and 10.
 - Course Match: Reserve section #98-99 for the Course Match program. Academic Scheduling will change these section numbers once approved from the Chancellor’s Office after Round 2. Any questions about this, please contact Sheri Tomisaka-Wong via [email](#) or call at 408-924-2473.
4. Departments should enter the building & room (Facility ID) for any non-University Lecture classroom.
 5. Departments can submit their Global Note changes to Claudia Quinonez via [email](#) by **Friday, March 25, 2022**. More information about Global Notes can be found under [Global Notes Information](#).



Scheduling Guidelines for Fall 2022

- Class meeting patterns should still be scheduled as outlined in the revised [Academic Senate Scheduling Policy S11-2](#) to avoid students not being able to register for other required classes.
- Refer to the course catalog if you cannot add and/or find a class that was offered before.
- When adding sections 1 through 9 do not forget to add the leading zero (e.g., 01 through 09).
- **NO** classes should be scheduled with **No Print**, status of **Tentative Section, Stop Further Enrollment** or **Zero Enrollment** in a University Lecture Classroom. These classes will be deleted.
- Refer to the [Component Information](#) when adding multiple component classes.
- Use the class mode descriptions for [Instruction Modes](#) to select the most appropriate course mode for your classes.
 - a) **Fully Online Classes** – Instruction Modes 01, 02, and 10.
 - b) **Hybrid Classes** – Instruction Modes of 03, 04, 05, 06, and 11.
 - Use Instruction Modes 03, 04, or 11 if your class needs to meet in-person **less than eight (8) times** during the semester. Do not use Modes 03, 04, or 11 for classes that have more than 8 meeting patterns scheduled.
 - Use Instruction Modes 05 or 06 if your class needs to meet in-person **more than eight (8) times** during the semester. **Note:** Mode 05 and 06 have 2 meeting patterns.
 - **Use Mode 06 if class section will be taught as Hyflex.** Schedule the In-Person meeting pattern first and the online meeting pattern second.
 - c) **In-Person** – Use Instruction Mode P
- Exceptions for Specific Section Numbers - Areas/Subjects that will not use specific section numbers:
 - a. *INFO because whole program is online.*
 - b. *ENGL 1A/1B, need to use high section numbers for in person classes. Try to use higher numbers for online classes.*
 - c. *Multiple component classes that have one component in Person that are grouped (ex. ECON 1A, paired with Lecture, Activities are TBA).*

Scheduling Guidelines for Fall 2022

- Section numbers 98 and 99 are reserved for Course Match ONLY.*
- Classes should be scheduled back-to-back using “regular” standard time.
- Class **start times** should be on the hour or half hour.
- Class **end times** should end before the hour or half hour. This allows for transition time between classes (e.g., a course scheduled on TR 0900-1045 is followed by another course from TR 1100-1245).
- Be sure to have a 15-minute transition time scheduled between classes.
- Friday only classes suggested start times are 0930, 1000, 1230, 1300, 1530 or later to avoid final exam conflicts for rooms, faculty, and/or students.
- When adding classes that have variable units, remember to make them a fixed unit by going to the *adjust class associations* and changing ONLY the MIN and MAX unit value fields.
- Check [Class Notes Information](#) – make sure that you add the appropriate class note. All courses that will not be offered to Open University Students must include the class note #73 (RO- Not available to Open University Students). Be sure to check with your department chair and faculty about this.
- [Cross-Listed Classes](#) - The “**home**” department should be the only one that schedules cross-listed classes.
- Classes with TBA meeting patterns (Instruction Modes 03, 04, or 11) that need an occasional University Lecture Classroom, can be requested **one month prior to the first day of classes** by submitting the [Event Scheduling Form](#) . Do not use these modes for class meeting patterns greater than eight (8). Instead, use Instruction Modes 5 or 6 for classes meeting more than eight (8) times during the semester.

* **Course Match** – **Reserve section # 98-99** for Course Match program. Academic Scheduling will change to these section numbers after Round 2 upon Chancellor’s Office approval. Departments will be notified as necessary. Any questions about this, please contact Sheri Tomisaka-Wong at 408-924-2473 or sheri.tomisaka-wong@sjsu.edu.