February 18, 2022

To: Department Scheduling Coordinators

From: Academic Scheduling and Space Management

Subject: Fall 2022 Schedule of Classes Production – Round 1

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.

**IMPORTANT:**

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](#).
• 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.