September 4, 2015

TO:       Department Scheduling Coordinators
FROM:     Academic Scheduling
RE: Spring 2016 Schedule of Classes Production – Round 1

This memo addresses Round 1 of the Spring 2016 schedule only. Additional information for each subsequent round will follow. Round 1 begins with the Spring 2015 schedule rolling forward to create the Spring 2016 schedule in PeopleSoft. Departments/areas should already be aware of their lecture classroom allocations; if not, contact your College Dean’s Office. Do not schedule any sections that require University Lecture Classrooms beyond your classroom allocation.

IMPORTANT: Class Notes were not rolled so you will need to review each class and enter them, as necessary. Due to the limited space for the PDF version, it is recommended no more than three (3) notes per class. Two class notes you will need to pay particular attention to are:

- **Class Note #57** (PZ- Prereq – Passage of WST, Upper Division standing and completion of CORE GE. Consult Catalog and Class Schedule Policies. If you met requirements at another institution, provide transcript to Student Services Center).

- **Class Note #73** (Not available to Open University students).

Also, the process of converting the old “PW” Instruction Modes to the new Instruction Mode “P” will be done at a later date. We will be notifying those departments that have other Non-P Instruction Modes so they can be corrected.

In Round 1 the Departments/areas will complete the following:

1. Input the complete Spring 2016 schedule in PeopleSoft (Term 2162).
2. The “home” department should be the only one that schedules cross-listed classes. Details are provided on the scheduling of Cross-Listed Classes Information.
3. Departments may also enter the bldg & room (Facility ID) for any non-University Lecture classroom.
4. Departments must submit their Global Note changes via e-mail to Claudia.quinonez@sjsu.edu by Friday, September 18, 2015.