February 29, 2016

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

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

**IMPORTANT:**

- Classroom capacities have changed for some classrooms, so as you schedule your classes please be aware of the new room capacities.
- Friday only classes – Suggested Friday only start times are 0930, 1000, 1230, 1300, 1430, or later. When scheduling Friday only classes try to specify the start times that do not match the Monday/Wednesday start times (0900, 1030, 1200, or 1330 time slot) to avoid final exam conflicts for faculty, students, or rooms.

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

1. Input the complete Fall 2016 schedule in PeopleSoft (Term 2164).
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, March 11, 2016.