March 26, 2018

TO:   Scheduling Coordinators

FROM:  Academic Scheduling

RE:   Fall 2018 Schedule of Classes Production – **Round Two**

Schedule Proofing - Round Two, runs from **Monday, March 26, 2018 through Thursday, March 29, 2018**. During this time, departments will be able to request via OnBase adds/deletes and/or changes. Departments can re-use the same section number when deleting and re-adding a new section.

Requests processed during Round Two will be scheduled in accordance with the Academic Policy. All changes will be made by Academic Scheduling.

**NOTE:** Departments wanting to schedule class sections with Instruction mode 01, 02 or 10 (which are completely Online) are required to first submit an electronic copy of the syllabus to the University Articulation Officer. E-mail Delia Chavez at delia.chavez@sjsu.edu to comply with the Assembly Bill 386. Note that only one syllabus for the course will be needed. Please do not send a separate syllabus for each section of the same course.

Departments/areas will be completing the following tasks during Round Two:

1. Submit all requests via OnBase.
2. Changing Instruction Mode will require a cancel and add form.
3. Review and request all changes to your classes using the appropriate forms:
   - The add form should be completed for any adds and/or changes in the meeting pattern (day/time).
   - The Cancel form should be completed if class is being deleted.
   - The change form should be completed for everything else; changes in unit value, sched print, consent, enroll cap, change of room, or room swaps.
   - Additionally, Room Changes need to be prioritized by the department. See Frequently asked questions:  
     [http://www.sjsu.edu/academicscheduling/academic_scheduling/FAQs/index.html#room_change](http://www.sjsu.edu/academicscheduling/academic_scheduling/FAQs/index.html#room_change)
4. All corrections to Global Notes have been completed. Make all changes in **red** and **e-mail** finalized list to Claudia Quiñonez by March 29, 2018.

Contact Academic Scheduling (4-1988 or 4-1989) if you have questions.