TO: Scheduling Coordinators
FROM: Academic Scheduling
RE: Spring 2020 Schedule of Classes Production – Round Two

Schedule Proofing - Round Two, runs from Wednesday, October 09, 2019 through Friday, October 11, 2019. During this time, departments will be able to request (via OnBase) Adds/Deletes and/or Changes. 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. The forms can be accessed via OnBase program and/or our website under “scheduling forms”.

2. Departments can re-use the same section number when deleting and adding a new section (ONLY for Round 2). Please add a comment to the OnBase request form stating this.

3. Changing Instruction Mode will require a cancel and add OnBase form.

4. E-mail academicscheding@sjsu.edu to add new faculty to the Instructor/Adviser Table. Make sure to include faculty name and Empl Id.

5. Review and request all changes to your classes using the appropriate forms:

   • The OnBase Add form should be completed for any adds and/or changes in the meeting pattern (day/time). Add a comment if changing the existing meeting pattern and re-using the room.

   • The OnBase Cancel form should be completed if class is being deleted. Add a comment if re-using a room for another class (if possible include class on the comment field).

   • The OnBase 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:
6. All corrections to Global Notes have been completed. Make all changes in red and e-mail finalized list to Claudia Quiñonez by October 11, 2019.

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