Scheduling Guidelines, Tips and Reminders

1. Each department will need to complete the “Summer 2017 College of International and Extended Studies (CIES) Add/Change Form” by filling out all columns listed. Pay close attention to the “EDIT” and the “INSTR. MODE” fields. Forms will be returned to Trang Duong via fax (4-2666) or email at Trang.Duong@sjsu.edu. In order to minimize errors, please print/write clearly.

2. The CIES schedulers will enter all new sections and make necessary changes to classes in PeopleSoft through the end of the session. **A 3-unit lecture or seminar class must meet for a total of 37.5 hours/2250 minutes.**

3. Instruction mode and class note about meeting patterns should be indicated as listed at: http://www.sjsu.edu/academicscheduling/Academic_Scheduling/Instruction_Mode/index.html

4. CIES Schedulers will input all cross-listed classes to ensure sections are linked together. **Please make sure to list all cross-listed classes on the “Add/Change Form”**.

5. Two sections will automatically be created for a lecture course that is combined with a Lab or Activity. All units and fees are input in the lecture section. The lab will be numbered 9999 which get “0” units and their units are included in the lecture sections.

6. If you have not finalized instructors on the “Add/Change Form” before submitting, make sure to send the change to CIES to update the schedule. Employee ID of the instructor needs to be listed in class schedule even if no salary is to be paid.

7. Indicate room preferred in the “Room Reference” column. CIES will accommodate rooms based on availability of the requested room. Classes without dates/time will not be assigned rooms.

6. **For Supervision classes, provide specific units assignments for each section.** CIES will not schedule variable-unit sections (i.e. 1-4 units).

7. Once registration starts, departments may not change dates, days of the week, or times. **If this information needs to be changed, the section will be cancelled and a new section will be created.**

8. **Class Notes (footnotes)** indicate up to three class note codes for a section. Make sure they correspond to what you have selected for “No Consent” or “Dept. Consent”.