

Scheduling Guidelines, Tips and Reminders

1. The College of Professional and Global Education (CPGE) schedulers will enter all new sections and make necessary changes to classes in PeopleSoft through the end of the session. We suggest to submit your request prior to Advance registration (April 2, tentatively) to maximize student's class selection opportunities.
2. **Class must meet in the duration to cover all required hours of its type.** E.g, 3 unit lecture must cover 37.5 hours (2250 minutes) totally.
3. For a Supervision class, it's advised to list department chair as instructor of record.
4. Instruction mode and class note about meeting patterns should be indicated as listed at: [Instruction modes](#).
5. Section numbers in the 80s range are reserved for total Online classes (instruction mode 01, class note 109). Hence, the first online section will start with #80.
6. **Please make sure to list all cross-listed classes on the "Add/Change Form".** CPGE Schedulers will input all cross-listed classes to ensure sections are linked together.
7. Two sections will be created for a lecture course that is combined with a Lab or Activity. Please list all class components on the "Add/Change Form." **All units and fees are input in the lecture/seminar section.** The lab will be numbered 9999 which get "0" units and their units are included in the lecture sections.
8. If you have not finalized instructors before submitting the requests, make sure to send the change to CPGE to update the schedule. Instructor's employee IDs need to be listed in class schedule for the purpose of breakeven calculation.
9. Indicate room preferred in the "Room Reference" column. CPGE will accommodate rooms based on availability of the requested room. Classes without dates/time will not be assigned rooms.
10. 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.**
11. Make sure **Class Notes (footnotes)** correspond to what have been selected for mode of instruction and consent type ("No Consent" or "Dept. Consent").