March 5, 2021

TO: Department Scheduling Coordinators

FROM: Academic Scheduling

RE: Fall 2021 Schedule of Classes Production – Round 1

This memo addresses ONLY Round 1 of the Fall 2021 schedule. Round 1 begins with the Fall 2020 schedule rolling active sections to create the Fall 2021 schedule in PeopleSoft.

- Due to COVID-19 and following Santa Clara County Guidelines Fall scheduling will be a little different:
  - All large enrolled sections (enroll capacity greater than 50) will need to be scheduled online using (Instruction Mode 01, 02, or 10).
  - Enrollment capacities should be set at 50% - 75% of the seating capacities. In-person classes will be scheduled in higher room capacities to allow for physical distancing.
  - University lecture rooms with enroll caps of 20 or less (using 75% of seating capacity) were removed from the allocation. These rooms can be requested for occasional small meetings.

IMPORTANT:

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

1. Input the complete Fall 2021 schedule in PeopleSoft (Term 2214).

2. Using Specific Sections Numbers - In order to help track certain sections, it was proposed to use specific section numbers to help identify these sections.
   a. Block Scheduling (Fall only) – Use sections # 60-79; these sections are for Block scheduling (may not apply to all Depts.). Sections held for freshmen students in certain majors. These Departments will get an email from Academic Advising and Retention Services asking for sections to be set aside.
   b. Course match – Use section # 98-99; Academic Scheduling will change these section numbers after Round 2 upon approval from C.O. Departments will be notified as necessary.

3. Departments may also enter the bldg & room (Facility ID) for any non-University Lecture classroom.

4. Departments can submit their Global Note changes via e-mail to claudia.quinonez@sjsu.edu by Friday March 17, 2021. More information can be found on the Academic Scheduling website under Global Notes Information.
Scheduling Guidelines for Fall 2021

• **Online classes are not limited to Sections 80+, but section numbers 98 and 99 are reserved for Course Match**

• Departments **no longer need to** add ONLINE for the Facility ID, we now have a process that will do this.

• Departments **no longer need to** add online class notes (note # 109-117), we have a process that will do this.

• Departments **no longer need to** add class note #0073, we have a process that will do this.

• Multi-component classes with one large class (total enrollment cap greater than 50); the large component section should be scheduled online and the smaller component sections can be scheduled in classrooms. For example, Chem 10 (LEC set at 100 enroll cap scheduled online and the ACT sections set at 25 are scheduled in person in classrooms).

• The large capacity rooms (rooms allocated to the Associate Deans) will need to be utilized by class sections will enrollment caps of 40 to 50. For example; CMPE 200 cap enrolled at 49 can be scheduled in WSQ 207.

• **The “home” department should be the only one that schedules cross-listed classes.** More information can be found on the Academic Scheduling website under Cross-Listed Classes Information.

• Be sure to have a minimum of **10 minutes transition time** scheduled between classes.

• Class meeting patterns should still be scheduled as outlined in the revised Academic Senate Scheduling Policy S11-2 to ensure students can register for other required classes.

• Class **start times** should be on the hour or half hour.

• Class **end times** should end before the hour or half hour, allows for transition time between classes. (Example: section 01 from MWF 0900-0950, section 02 from MWF 1000-1050)

• Friday only classes suggested start times are 0930, 1000, 1230, 1300, 1530 or later to avoid Online final exam conflicts for faculty and/or students.

• Scheduling hybrid classes (Instruction Mode # 05 or 06) to share the same time period on alternative days (M & W or T & R) – Schedule 1st class section with two meeting patterns; the first meeting pattern will have the single day/time and room, and the second meeting pattern will be TBA. The 2nd class will be scheduled in the same manner (scheduled with two meeting patterns) but will use the second day.

• Use the updated class mode descriptions to determine the appropriate instruction mode for the class.

• Smaller enrollment capacity classrooms of 20 or less (at 75% of room cap) were removed from the university lecture room allocation but can be used for occasional meetings.

• Refer to the course catalog if you cannot add and/or find a class that was offered before.
Scheduling Guidelines for Fall 2021

• Classes with TBA meeting patterns (Instruction Mode # 03, 04 or 11) that need a University Lecture Classroom periodically, can be requested one month prior to the first day of classes by submitting a Facilities Reservation Request Form.

* **Course Match** – Reserve section # 98-99 for Course Match program. Academic Scheduling will change to these section numbers after Round 2 upon approval from C.O. Departments will be notified as necessary. Any questions about this, please contact Sheri Tomisaka-Wong at 408-924-2473