

February 17, 2023

To: Department Scheduling Coordinators
From: Academic Scheduling and Space Management
Subject: Fall 2023 Schedule of Classes Production – **Round 1**

This memo addresses **ONLY Round 1** of the Fall 2023 schedule. Round 1 begins with the Fall 2022 schedule rolling active sections to create the Fall 2023 schedule in PeopleSoft.

IMPORTANT:

In Round 1, the Departments/Areas will complete the following: *(new items in red and bold)*:

1. Input the complete Fall 2023 schedule in PeopleSoft (Term **2234**).
2. General [Instruction Modes](#) information to keep in mind.
 - **In-Person** – Use Instruction Mode P (default)
 - **Fully Online Classes** – Instruction Modes of 01, 02, and 10.

NEW

Note that a class syllabi will be required for Fully Online Classes. Syllabi can be for Spring 2023, Fall 2022, Spring 2022, or Fall 2021. Please email class syllabi to Delia Chavez at delia.chavez@sjsu.edu

- **Hybrid Classes** – Instruction Modes of 03, 04, 05, 06, and 11.
 - Use Instruction Modes 03, 04, or 11 if your class needs to meet in-person less than eight (8) times during the semester. Do not use Modes 3, 4, or 11 for classes that have more than 8 on-campus meetings, use In-Person mode instead.

- Note Instruction Modes 05, 06, and 11 have 2 meeting patterns.
 - Use Mode 05 if class section is 4 units where 3 units are In-Person and the 1 unit is TBA. Schedule the In-Person meeting pattern first and the TBA meeting pattern second.
 - Use Mode 06 if class section will be taught as Hyflex. Schedule the In-Person meeting pattern first and the online meeting pattern second.
3. Use specific section numbers to differentiate certain sections. See scheduling Guidelines for exceptions.
- Block Scheduling – Use sections #60-79 for block scheduling, which may not apply to all departments. The purpose is to hold sections for first-year students in certain majors. In most cases, departments will get an email from Undergraduate Advising and Success Center asking for these sections to be set aside.
 - Fully Online Classes: Use section #80-97 with corresponding Instruction Modes 01, 02, and 10 **(For single component classes only)**. **If you need to use section #98+, please contact Claudia Quinonez.**
 - Course Match: Reserve section #98-99 for the Course Match program. Academic Scheduling will change these section numbers once approved from the Chancellor's Office after Round 2. Any questions about this, please contact Sheri Tomisaka-Wong via email or call at 408-924-2473.
4. Departments should enter the building & room (Facility ID) for any non-University Lecture classroom.
5. Departments can submit their Global Note changes to Claudia Quinonez via email by **Wednesday, March 01 2023**. More information about Global Notes can be found under [Global Notes Information](#).

Scheduling Guidelines for Fall 2023

- Refer to the course catalog if you cannot add and/or find a class that was offered before.
- When adding sections 01 through 09 remember to add the leading zero (e.g., 01 through 09).
- **NO** classes should be scheduled with **No Print**, status of **Tentative Section**, **Stop Further Enrollment** or **Zero Enrollment** in a University Lecture Classroom. These classes will be deleted as part of the Round 1.5 Cleanup.
- Refer to the [Component Information](#) when adding multiple component classes.
- Use the class mode descriptions for [Instruction Modes](#) to select the most appropriate course mode for your classes.
 - a) **In-Person** – Use Instruction Mode P (default).
 - b) **Fully Online Classes** – Instruction Modes 01, 02, and 10.
 - *Note that a class syllabi will be required for Fully Online Classes. Syllabi can be for Spring 2023, Fall 2022, Spring 2022, or Fall 2021. Please email class syllabi to Delia Chavez at delia.chavez@sjsu.edu*
 - c) **Hybrid Classes** – Instruction Modes of 03, 04, 05, 06, and 11.
 - Use Instruction Modes 03, 04, or 11 if your class needs to meet in-person less than eight (8) times during the semester. Do not use Modes 3, 4, or 11 for classes that have more than 8 on-campus meetings, use In-Person mode instead.
 - Note that Instruction Modes 05, 06, and 11 have 2 meeting patterns.
 - Use Mode 05 if class section is 4 units where 3 units are In-Person and the 1 unit is TBA. Schedule the In-Person meeting pattern first and the TBA meeting pattern second.
 - Use Mode 06 if class section will be taught as Hyflex. Schedule the In-Person meeting pattern first and the online meeting pattern second.
- **Exceptions for Specific Section Numbers** - Areas/Subjects that will not use specific section numbers:
 - a. *Multiple component classes.*
 - b. *ENGL 1A/1B, need to use high section numbers for in person classes. Try to use higher numbers for online classes.*
 - c. *COMM 20*

Scheduling Guidelines for Fall 2023

d. SUP Classes

e. INFO because whole program is online.

- Section numbers 98 and 99 are reserved for Course Match ONLY.*
- Class meeting patterns should be scheduled as outlined in the [Academic Senate Scheduling Policy F98-4](#) and [Amended Senate Scheduling Policy S11-2](#).
- Classes should be scheduled back-to-back using “regular” standard time.
- Class **start times** should be on the hour or half hour.
- Class **end times** should end before the hour or half hour. This allows for transition time between classes (e.g., a course scheduled on TR 0900-1045 is followed by another course from TR 1100-1245).
- Be sure to have a 15-minute transition time scheduled between classes.
- Friday only classes suggested start times are 0930, 1000, 1230, 1300, 1530 or later to avoid final exam conflicts for rooms, faculty, and/or students.
- When adding classes that have variable units, remember to make them a fixed unit by going to the *adjust class associations* and changing ONLY the MIN and MAX unit value fields.
- Check [Class Notes Information](#) – make sure that you add the appropriate class note. All courses that will not be offered to Open University Students must include the class note #73 (RO- Not available to Open University Students). Be sure to check with your department chair and faculty about this.
- [Cross-Listed Classes](#) - The “home” department should be the only one that schedules cross-listed classes.
- Classes with TBA meeting patterns (Instruction Modes 03, 04, or 11) that need an occasional University Lecture Classroom, can be requested **one month prior to the first day of classes** by submitting the [Event Scheduling Form](#) .
- After Round 2, Academic Scheduling will run a process that will add the following:
 - The appropriate class note for all instruction modes. Also, adds class note #73 for all Supervision classes.
 - The facility Id of ONLINE for Fully Online classes (Mode 01, 02, and 10).

* **Course Match** – Reserve section # 98-99 for Course Match program. Academic Scheduling will change to these section numbers after Round 2 upon Chancellor’s Office approval. Departments will be notified as necessary. Any questions about this, please contact Sheri Tomisaka-Wong at 408-924-2473 or sheri.tomisaka-wong@sjsu.edu.