

September 01, 2023

To: Department Scheduling Coordinators  
From: Academic Scheduling and Space Management  
Subject: Spring 2024 Schedule of Classes Production – **Round 1**

This memo addresses **ONLY Round 1** of the Spring 2024 schedule. Round 1 begins with the Spring 2023 schedule rolling active sections to create the Spring 2024 schedule in PeopleSoft.

**IMPORTANT:**

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

1. Input the complete Spring 2024 schedule in PeopleSoft (Term **2242**).
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.

Note that a class syllabi will be required for Fully Online Classes. Syllabi can be for Fall 2023, Spring 2023, Fall 2022, or Spring 2022. Please email class syllabi to Delia Chavez at [delia.chavez@sjsu.edu](mailto: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 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. **Classes should be scheduled as “no print” and “dept consent”**
  - 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. Use your teaching lab space/College managed rooms as much as you can, especially for Lab or Supervision classes. Note, lecture/seminar/activity classes may also be scheduled in teaching lab space/College managed rooms.
5. Departments can submit their Global Note changes to Claudia Quinonez via [email](#) by **Friday, September 15, 2023**. More information about Global Notes can be found under [Global Notes Information](#).

## Scheduling Guidelines for Spring 2024

- 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 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 Fall 2023, Spring 2023, Fall 2022 or Spring 2022. Please email class syllabi to Delia Chavez at [delia.chavez@sjsu.edu](mailto: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.
- Use specific section numbers to differentiate sections.
  - a) 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. **Classes should be scheduled as “no print” and “dept consent”.**

## Scheduling Guidelines for Spring 2024

- b) 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.
- c) 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.
- Exceptions for Specific Section Numbers - Areas/Subjects that will not use specific section numbers:
  - a. Multiple component classes.
  - b. ENGL 1A
  - c. COMM 20
  - d. Supervision (SUP) and Thesis (THE) components
  - e. 441-LIS Academic Org. 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.
- 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](#) .

## Scheduling Guidelines for Spring 2024

- 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.
- 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).

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\* **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](mailto:sheri.tomisaka-wong@sjsu.edu).