

Scheduling Checklist for Each Term [DRAFT]

- ☐ Schedulers submit Large Lecture and AL (Active Learning) room requests by deadline.
- ☐ Division Curriculum Analysts compile large lecture charts & review and prepare to resolve conflicts for the Large Lecture meeting.
- ☐ All divisions / registrar meet to place classes and sort conflicts.
- ☐ Schedulers enter large lecture / active learning classroom assignments in Coursedog Scheduling following the meeting, according to the agreements on the chart.

- ☐ Schedulers begin to enter department and division owned rooms. (Colleges and Writing ONLY enter desired local GA rooms.)
- ☐ Ensure all division-required course details are entered for courses and sections.
- ☐ Division collects and reviews department submissions.
- ☐ Ensure all details necessary for room assignment are entered (includes detailed scheduling data). Final phase for direct edit for department / Online / TBD In Person locations.
- ☐ Check room assignments once Reg Scheduling team has run the Optimizer for GA rooms.

- ☐ All secondary sections added and created.
- ☐ Continue to submit Requests for critical moves and updates.
- ☐ Adjust capacities and assign instructors as needed.
- ☐ Submit requests for: day/time/location, deletions, last minute class/section adds.
- ☐ Notify the Office of the Registrar if an approved course fee will be removed or reduced.
- ☐ Ongoing direct edits: class notes, instructors, capacities.
- ☐ Email classrm@ucsc.edu for adjustments to IND and FLI sections for current term.
- ☐ Complete TA assignment to primary and/or secondary meetings.