Consolidated Create Course Schedule

Process Owner: VP of Academic Affairs

DRAFT – December 21, 2009

Admin/Academic Affairs

- Use previous like term schedule and roll to current term – all related attributes
  - Roll FTE
  - Usually happens one year in advance

Rolled Schedule (Previous Year Schedule)

- Budget and Scheduling systems not linked

Schedule Preparers

New Term Calendar with Dates

- Use previous like term schedule and roll to current term – all related attributes
  - Roll FTE
  - Usually happens one year in advance

- Roll Schedule (Previous Year Schedule)

PreSchedule Planning

CS-01

Consolidated Create Course Schedule

Enter Schedule Changes (Manual)

Resolve Room Scheduling Conflicts

Resolve Issues

Post Schedule

My mt. Review During Iterative Process

Creation of “Production Ready” Copy

- Final Printed Schedule
- Final Review Before Upload

Upload Faculty Assignments to SAP

Scheduler resolves issues

Iterative Process

Upload to DEC (Section and Sessions)

- Protocol assignments to SAP (ongoing) and determined by Campus
  - Inputs via ESC or ECD
- Crystal Reports built in Protocol
  - Ability to run ad hoc reports

Iterative Process:
- Up to 3 passes
  - Reissue Schedule

Protocol Report

Iterative Process:
- Up to 3 passes
  - Reissue Schedule

Make Changes in Protocol (ongoing)

- Protocol uploads to DEC 4x/day
- Protocol assignments to SAP (ongoing) and determined by Campus
  - Inputs via ESC or ECD
- Crystal Reports built in Protocol
  - Ability to run ad hoc reports

Notify Faculty of Assignments

Ongoing Process

Make Schedule Changes After Printing

Assign or change instructor

Final Process: Is this the step where the schedule is published to the public?

Notify Faculty of Assignments

CS-01

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