

## Guidelines for Class Scheduling in Fall & Spring Semesters

### Class Scheduling Process

#### Class Scheduling Timeline Overview

##### **PHASE I: Lecture-Auditorium Class Scheduling Phase**

Departments schedules large sections and submit large-auditorium requests.



##### **PHASE II: Class Scheduling Phase (Based on Allocations)**

- **Part I - Department Scheduling, Specific Room Requests, & College Review:** Department chairs/program directors, or ASCs with approval of the chair/director, begin reviewing class schedule on PeopleSoft and making changes. Method to reserve rooms vary, although still need to abide by **department allocations** if applicable. In the last week, department halts making changes to scheduling and submits room requests to college scheduler. College scheduler conducts college review. College scheduler/CBA enrollment management team consults with departments on any scheduling issues. College scheduler submits final room requests to University Scheduling for room optimization.
- **Part II - Department Scheduling & College Review:** Department chairs/program directors, or ASCs with approval of the chair/director, begin reviewing class schedule on PeopleSoft and making changes. Department can reserve rooms directly on PeopleSoft but still need to abide by **college allocations**. In the last week, department halts making changes to scheduling. College scheduler conducts college review. College scheduler/CBA enrollment management team consults with departments on any scheduling issues.



##### **PHASE III: Class Scheduling Phase (Open University Resources)**

- **Part I - Department Scheduling:** Department chairs/program directors, or ASCs with approval of the chair/director, continue reviewing class schedule on PeopleSoft and making changes. Room reservations can be made directly on PeopleSoft based on **university allocations** (Note: college allocations no longer apply except in CBA 230 and computer classrooms).
- **Part II - College Review:** Departments lose access to scheduling and college scheduler/CBA enrollment management team consults with departments on any scheduling issues.



##### **Class Schedule Goes "Live"**

on MyCSULB and Enrollment Services Website.



##### **Post-Scheduling Phase (CSULB Portal)**

Departments submit any new scheduling changes via the CSULB Schedule Change Request Portal for approval.

## **PHASE I: Lecture-Auditorium Class Scheduling Phase**

Department chairs/program directors, or ASCs with approval of the chair/director, submit large-auditorium request excel spreadsheets to college scheduler. Once reviewed, these requests are processed by the university's scheduling office through room optimization and final allocations are announced.

## **PHASE II: Class Scheduling Phase (Based on Allocations)**

NOTE: Department allocations apply during Part I and college allocations apply during Part II. Active learning classrooms allocation to college will end at the end of Part I and other college allocations (with exception of CBA 230 and computer classrooms) will end at the end of Part II.

1. **Part I – Department Scheduling, Specific Room Requests, and College Review:** Department chairs/program directors, or ASCs with approval of the chair/director, begin reviewing class schedule on PeopleSoft and making changes. However, room reservations will occur as indicated below, abiding by department allocations if applicable. In the last week of Part I, department halts making changes to scheduling and submits room requests to college scheduler. The college scheduler conducts college review and college scheduler/CBA enrollment management team consults with departments on any scheduling issues. The college scheduler submits final room requests to University Scheduling for room optimization. University Scheduling will use the preference requests, as well as college allocations, in an optimization process to assign lecture classrooms.
  - a. For active learning classroom requests (CBA 217, 218), ALC-lite requests (CBA 227, 228), and computer classrooms (CBA 236, 237A, 237B, 240), department must request using an **ALC/Computer Classroom Request** excel spreadsheet which they will submit to the college scheduler by the given deadline before the end of Part I. Any conflicting requests are put on hold until a conflict resolution meeting has taken place. A conflict resolution meeting is scheduled with impacted department chairs to resolve any conflicting requests. Priority is given based on pedagogical needs of the class and every effort is made to resolve conflicts by either adjusting class meeting times or scheduling a class in a similar room (e.g. ALC-lite instead of ALC). For ALC & ALC-lite requests, if requests cannot be fully accommodated in CBA 217, 218, 227, and 228, the Finance department may be consulted about specific time availabilities of CBA 229, which is allocated to the Finance department during Part I. After conflicts have been resolved, the college scheduler will reserve ALC and computer classrooms directly on PeopleSoft. Department scheduler is responsible for booking computer classrooms through Office Tracker to match what was booked on PeopleSoft. Any requests for ALC-lite rooms that have been approved will need to be re-submitted by the department as part of their excel spreadsheet of room requests at the end of Part I.
    - i. CBA 218 is allocated to Accountancy, so that department will get priority in reservations for that room through end of Part I.

- b. For department-allocated room CBA 230, the Marketing department may reserve this directly on PeopleSoft.
  - c. For other department allocated rooms (CBA 110, 111, 112, 113, 114, 122, 123, 124, 125, 229, 235), department must request these using an excel spreadsheet which they will submit to the college scheduler by the given deadline at the end of Part I. For ALC-lite rooms (CBA 227, 228), departments must also include these requests in the excel spreadsheet but these requests must match what was previously approved by the college following the conflict resolution meeting or any subsequent college approvals. For rooms shared by multiple departments, coordinators should coordinate prior to submittal of excel spreadsheet to avoid conflicting requests.
  - d. For large auditoriums, department may reserve directly on PeopleSoft.
2. **Part II – Department Scheduling and College Review:** Department chairs/program directors, or ASCs with approval of the chair/director, begin reviewing class schedule on PeopleSoft and making changes. Department can reserve rooms directly on PeopleSoft but still need to abide by **college allocations** (specific process for booking in various rooms outlined below). In the last week of Part II, department halts making changes to scheduling. The college scheduler conducts college review and college scheduler/CBA enrollment management team consults with departments on any scheduling issues.
- a. For active learning classroom requests (CBA 217, 218), these are open to entire university. Department may book ALCs, whether in CBA or outside of CBA, directly on PeopleSoft at this time.
  - b. For computer classrooms (CBA 236, 237A, 237B, 240), department may book directly on PeopleSoft and Office Tracker.
  - c. For other college allocated rooms (CBA 110, 111, 112, 113, 114, 122, 123, 124, 125, 227, 228, 229, 235), department can reserve directly on PeopleSoft.
  - d. For large auditoriums, department may reserve directly on PeopleSoft.
  - e. For department allocated room CBA 230, the Marketing department may reserve this directly on PeopleSoft.

### **PHASE III: Class Scheduling Phase (Open University Resources)**

NOTE: All CBA rooms (with exception of CBA 230 and computer classrooms) are open to any college.

1. **Part I – Department Scheduling & Forms Due from Departments:** Departments again gain access to PeopleSoft for final schedule review and online edits before the schedules goes live. Department chairs/program directors, or ASCs with approval of the chair/director, continue revising class schedule and can reserve rooms on PeopleSoft, though at this point all CBA lecture **rooms are open to all colleges**, with exception of CBA 230 and computer classrooms.
2. **Part II – College Scheduling:** Department lose access to PeopleSoft scheduling. The college scheduler conducts college review and college scheduler/CBA enrollment management team

consults with departments on any scheduling issues. For urgent changes affecting room reservations or cancel/adds, departments should email these to college scheduler if such changes arise in Phase III Part II, but for other changes please hold until scheduling opens up again for the department via the Schedule Change Portal.

### **Class Schedule Goes Live**

Once Scheduling phase ends, department and college schedulers lose access to scheduling on PeopleSoft. At this time, the university's scheduling office works with department chairs, ASCs, and college scheduler to resolve any outstanding scheduling issues. This is followed by the class schedule going live on MyCSULB and the Enrollment Services website.

### **Post-Scheduling Phase (CSULB Portal)**

After the class schedule goes live, department chairs/program directors, or ASCs with approval of the chair/director, can submit any necessary revisions to the class schedule on the CSULB Schedule Change Request Portal for college and university approval.

## Room Allocations

Room allocations are included below, although as the majority of these rooms are allocated by the university, this is subject to change semester-by-semester.

- **Department Allocations** (Department allocations only apply during Phase II Part I, after which they become a general college resource, unless otherwise noted. These rooms will remain general college resource through end of Phase II Part II, unless otherwise noted.)
  - **Accountancy Department:** CBA 122, 123, 218, 235 (shared with FIN)
  - **Legal Studies in Business & Special CBA/GBA Programs:** CBA 110 (shared with M/HRM), CBA 112 (shared with I S), 125 (shared with FIN)
  - **Finance Department:** CBA 124, 125 (shared with BLAW/CBA/CBA), 229, 235 (shared with ACCT)
  - **Information Systems Department:** CBA 111, 112 (shared with BLAW/CBA/GBA)
  - **Management/HRM Department:** CBA 110 (shared with BLAW/CBA/GBA), 113, 214
  - **Marketing:** CBA 230 (always allocated to department and requires department chair approval before use by another department)
- **General College Resources** (Active learning classrooms only allocated as general college resource through end of Phase II Part I. CBA 216, 227, 228 allocated through end of Phase II Part II. Computer classrooms always allocated to college.)
  - **Open CBA Resources:** CBA 216 (12pm-10pm)
  - **Restricted CBA Resources:** CBA 217, 227, 228, 236, 237A, 237B, 240. CBA 218 also becomes part of this list during Phase II Part II, unless released earlier than that by the Accountancy Department.
- **University Resources:** CBA 139, 139A, 140, 140A. In addition, CBA 114 is allocated to other colleges through end of the Class Scheduling Phase.

The *CBA Rooms Summary* is provided in Appendix A, B, & C, showing rooms in the CBA building by room features, allocations, and numerically.

## Appendix A CBA Rooms Summary (By Room Features)

Type of Classroom	Room	Capacity
Lecture-Auditorium	CBA 139	117
Lecture-Auditorium	CBA 139A	117
Lecture-Auditorium	CBA 140	197
Lecture-Auditorium	CBA 140A	197

Type of Classroom	Room	Capacity
Computer Classroom	CBA 236	40
Computer Classroom	CBA 237A	40
Computer Classroom	CBA 237B	40
Computer Classroom	CBA 240	40

Type of Classroom	Room	Capacity
Active Learning Classroom (tablet arm chairs, carpeting, & TV monitors)	CBA 217	45
Active Learning Classroom (tablet arm chairs, carpeting, & TV monitors)	CBA 218	40

Type of Classroom	Room	Capacity
Tiered	CBA 214	42
Tiered	CBA 216	25
Tiered	CBA 230	41

Type of Classroom	Room	Capacity
Tables (moveable)	CBA 113	43
Tables (moveable)	CBA 124	42
Tables (moveable)	CBA 125	42
Tables (fixed)	CBA 235	48

Type of Classroom	Room	Capacity
Tablet arm chairs	CBA 110	44
Tablet arm chairs	CBA 111	45
Tablet arm chairs	CBA 112	45
Tablet arm chairs	CBA 114	48
Tablet arm chairs	CBA 122	48
Tablet arm chairs	CBA 123	48
Tablet arm chairs with wheels & carpeting	CBA 227	42
Tablet arm chairs with wheels & carpeting	CBA 228	42
Tablet arm chairs with wheels & carpeting	CBA 229	42

## Appendix B CBA Rooms Summary (By Allocation)

<b>ACCT Allocation</b>	<b>Room</b>	<b>Capacity</b>	<b>Comments</b>
Tablet arm chairs	CBA 122	48	
Tablet arm chairs	CBA 123	48	
Active Learning Classroom (tablet arm chairs, carpeting, & TV monitors)	CBA 218	40	Department allocation until end of Phase I Part I, after which open to entire university
Tables (fixed)	CBA 235	48	Multi-department allocation

<b>BLAW/CBA/GBA Allocation</b>	<b>Room</b>	<b>Capacity</b>	<b>Comments</b>
Tablet arm chairs	CBA 110	44	Multi-department allocation
Tablet arm chairs	CBA 112	45	Multi-department allocation
Tables (moveable)	CBA 125	42	Multi-department allocation

<b>FIN Allocation</b>	<b>Room</b>	<b>Capacity</b>	<b>Comments</b>
Tables (moveable)	CBA 124	42	
Tables (moveable)	CBA 125	42	Multi-department allocation
Tablet arm chairs with wheels & carpeting	CBA 229	42	
Tables (fixed)	CBA 235	48	Multi-department allocation

<b>IS Allocation</b>	<b>Room</b>	<b>Capacity</b>	<b>Comments</b>
Tablet arm chairs	CBA 111	45	
Tablet arm chairs	CBA 112	45	Multi-department allocation

<b>M/HRM Allocation</b>	<b>Room</b>	<b>Capacity</b>	<b>Comments</b>
Tablet arm chairs	CBA 110	44	Multi-department allocation
Tables (moveable)	CBA 113	43	
Tiered	CBA 214	42	

<b>MKTG Allocation</b>	<b>Room</b>	<b>Capacity</b>	<b>Comments</b>
Tiered	CBA 230	41	Always allocated to department

<b>Open College Resource</b>	<b>Room</b>	<b>Capacity</b>
Tiered	CBA 216	25

<b>Restricted College Resource</b>	<b>Room</b>	<b>Capacity</b>
Active Learning Classroom (tablet arm chairs, carpeting, & TV monitors)	CBA 217	45
Active Learning Classroom (tablet arm chairs, carpeting, & TV monitors)	CBA 218	40
Tablet arm chairs with wheels & carpeting	CBA 227	42
Tablet arm chairs with wheels & carpeting	CBA 228	42
Computer Classroom	CBA 236	40
Computer Classroom	CBA 237A	40
Computer Classroom	CBA 237B	40
Computer Classroom	CBA 240	40

<b>University Resource</b>	<b>Room</b>	<b>Capacity</b>
Lecture-Auditorium	CBA 139	117
Lecture-Auditorium	CBA 139A	117
Lecture-Auditorium	CBA 140	197
Lecture-Auditorium	CBA 140A	197

<b>University Resource (for other colleges)</b>	<b>Room</b>	<b>Capacity</b>
ALC-Lite Tablet arm chairs	CBA 114	48



## Appendix C

### CBA Rooms Summary (Numerical)

Room	Capacity	Type of Classroom	Room Allocations
CBA 110	44	Tablet arm chairs	<b>Shared</b> – BLAW, CBA, GBA, and MHRM
CBA 111	45	Tablet arm chairs	IS
CBA 112	45	Tablet arm chairs	<b>Shared</b> – BLAW, CBA, GBA, and IS
CBA 113	43	Tables (moveable)	MHRM
CBA 114	48	Tablet arm chairs	Not allocated to college
CBA 122	48	Tablet arm chairs	ACCT
CBA 123	48	Tablet arm chairs	ACCT
CBA 124	42	Tables (moveable)	FIN
CBA 125	42	Tables (moveable)	<b>Shared</b> – BLAW, CBA, GBA, and FIN
CBA 139	117	Lecture-Auditorium	University Resource
CBA 139A	117	Lecture-Auditorium	University Resource
CBA 140	197	Lecture-Auditorium	University Resource
CBA 140A	197	Lecture-Auditorium	University Resource
CAB 214	42	Tiered	MHRM
CBA 216	25	Tiered	Open College Resource (12pm-10pm)
CBA 217	45	Active Learning Classroom (tablet arm chairs, carpeting, & TV monitors)	Restricted College Resource
CBA 218	40	Active Learning Classroom (tablet arm chairs, carpeting, & TV monitors)	ACCT until end of Phase I Part I, after which open to entire university
CBA 227	42	Tablet arm chairs with wheels & carpeting	Restricted College Resource
CBA 228	42	Tablet arm chairs with wheels & carpeting	Restricted College Resource
CBA 229	42	Tablet arm chairs with wheels & carpeting	FIN
CBA 230	41	Tiered	MKTG ONLY ALWAYS
CBA 235	48	Tables (fixed)	<b>Shared</b> – ACCT and FIN
CBA 236	40	Computer Classroom	Restricted College Resource
CBA 237A	40	Computer Classroom	Restricted College Resource
CBA 237B	40	Computer Classroom	Restricted College Resource
CBA 240	40	Computer Classroom	Restricted College Resource