

Guidelines for Class Scheduling in Fall & Spring Semesters

Class Scheduling Process

PHASE I: Lecture-Auditorium Class Scheduling Phase

Departments schedule large sections and submit large-auditorium requests.



PHASE II: Class Scheduling Phase (Based on Allocations)

Part I - Department Scheduling, ALC/Computer Room Requests, & College Review:

Departments begin reviewing class schedule on PeopleSoft and making changes abiding by **department allocations**. Departments request ALC, ALC-Lite, and Computer Classrooms by the end of Part I. In the last week, departments halt making changes to scheduling and college scheduler conducts college review.

Part II - Department Scheduling & College Review:

Departments continue reviewing class schedule on PeopleSoft and making changes abiding by **college allocations**. In the last week, departments halt making changes to scheduling and college scheduler conducts college review.



PHASE III: Class Scheduling Phase (Open University Resources)

Departments continue reviewing class schedule on PeopleSoft and making changes based on **university allocations**. In the last week, departments halt making changes to scheduling and college scheduler conducts college review.



Class Schedule Goes "Live"

The class schedule is available on MyCSULB and the Enrollment Services website.



Post-Scheduling Phase (CSULB Portal)

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

PHASE I: Lecture-Auditorium Class Scheduling Phase

Department chairs/program directors, or ASCs, with approval of the chair/director, submit large-auditorium requests to the college scheduler. Once reviewed, these requests are processed by the university's Academic Scheduling office, and final allocations are input in PeopleSoft.

PHASE II: Class Scheduling Phase (Based on Allocations)

Part I – Department Scheduling, ALC/Computer Room Requests, and College Review:

Department chairs/program directors, or ASCs, with approval of the chair/director, begin reviewing the class schedule on PeopleSoft and making changes abiding by **department allocations**, as outlined in [Appendix B](#).

In the last week of Part I, departments halt making scheduling changes and the college scheduler conducts college reviews. In addition, the college scheduler and the COB enrollment management team consult with departments on any scheduling issues.

Active Learning Classrooms and Computer Classrooms

Departments must request active learning classrooms (COB 217, COB 218), ALC-Lite (COB 227, COB 228), and computer classrooms (COB 236, 237A, 237B, 240) by submitting an **ALC/Computer Classroom Request** excel spreadsheet to the college scheduler by the given deadline before the end of Part I.

NOTE: COB 218 is allocated to Accountancy, so that department will get priority in reservations for that room through 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 the 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 COB 217, 218, 227, and 228, the Finance department may be consulted about specific time availabilities of COB 229.

After conflicts have been resolved, the college scheduler will reserve ALC and computer classrooms directly on PeopleSoft, and the IT Services Coordinator books the computer classrooms in the Outlook calendar.

Part II – Department Scheduling and College Review

Department chairs/program directors, or ASCs with approval of the chair/director, continue reviewing the class schedule on PeopleSoft and making changes abiding by **college allocations**, as outlined in [Room Allocation](#).

In the last week of Part II, departments halt making scheduling changes, and the college scheduler conducts college reviews. In addition, the college scheduler and COB enrollment management team consult with departments on any scheduling issues.

PHASE III: Class Scheduling Phase (Open University Resources)

Department chairs/program directors, or ASCs, with approval of the chair/director, continue revising the class schedule and making changes in PeopleSoft. However, at this point, **all COB lecture rooms are open to all colleges**, except for COB 230 and computer classrooms.

In the last week of Phase III, departments halt making scheduling changes, and the college scheduler conducts a college review. The college scheduler and COB enrollment management team consult with departments on any scheduling issues before the class schedule goes live.

Class Schedule Goes Live

Once online scheduling ends, department and college schedulers lose access to making changes on PeopleSoft. The university's Academic Scheduling office works with department chairs, ASCs, and the 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 changes to the class schedule on the [CSULB Schedule Change Request Portal](#) for college and university approval. Changes to instructor assignments, reserve capacities, and classroom notes can still be made in PeopleSoft.

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 resources through the end of Phase II Part II unless otherwise noted.

- **Accountancy Department:** COB 122, 123, 218, 235 (shared with FIN)
- **Legal Studies in Business & Special CBA/GBA Programs:** COB 110 (shared with M/HRM), 112 (shared with I S), 125 (shared with FIN)
- **Finance Department:** COB 124, 125 (shared with BLAW/COB/COB), 229, 235 (shared with ACCT)
- **Information Systems Department:** COB 111, 112 (shared with BLAW/COB/GBA)
- **Management/HRM Department:** COB 110 (shared with BLAW/COB/GBA), 113, 214
- **Marketing:** COB 230 (always allocated to department and requires department chair approval before use by another department)

General College Resources

Active learning classrooms are only allocated as general college resources through the end of Phase II Part I. COB 216, 227, 228 allocated through the end of Phase II Part II. Computer classrooms are always allocated to college.

- **Open COB Resources:** COB 216 (12pm-10pm)
- **Restricted COB Resources:** COB 217, 227, 228, 236, 237A, 237B, 240. COB 218 also becomes part of this list during Phase II Part II, unless released earlier than that by the Accountancy Department.

University Resources

- COB 139, 139A, 140, 140A are university resources
- COB 114 is allocated to other colleges through end of Phase II Part II.

[Appendix A](#), [Appendix B](#), & [Appendix C](#) show rooms in the COB building by room features, allocations, and numerically.

Appendix A: COB Rooms Summary (By Room Features)

Type of Classroom	Room	Capacity
Lecture-Auditorium	COB 139	117
Lecture-Auditorium	COB 139A	117
Lecture-Auditorium	COB 140	197
Lecture-Auditorium	COB 140A	197
Computer Classroom	COB 236	40
Computer Classroom	COB 237A	40
Computer Classroom	COB 237B	40
Computer Classroom	COB 240	40
Hyflex Classroom	COB 110	44
Hyflex Classroom	COB 111	45
Hyflex Classroom	COB 112	45
Hyflex Classroom	COB 113	43
Active Learning Classroom (tablet arm chairs, carpeting, & TV monitors)	COB 217	45
Active Learning Classroom (tablet arm chairs, carpeting, & TV monitors)	COB 218	40
Tiered	COB 214	42
Tiered	COB 230	41
Tables (moveable)	COB 124	42
Tables (moveable)	COB 125	42
Tables (fixed)	COB 235	48
Tablet arm chairs	COB 114	48
Tablet arm chairs	COB 122	48
Tablet arm chairs	COB 123	48
Tablet arm chairs	COB 216	35
Tablet arm chairs with wheels & carpeting	COB 227	42
Tablet arm chairs with wheels & carpeting	COB 228	42
Tablet arm chairs with wheels & carpeting	COB 229	42

Appendix B: COB Rooms Summary (By Allocation)

ACCT Allocation

Type of Classroom	Room	Capacity	Comments
Tablet arm chairs	COB 122	48	
Tablet arm chairs	COB 123	48	
Active Learning Classroom (tablet arm chairs, carpeting, & TV monitors)	COB 218	40	Department allocation until end of Phase II Part I, after which open to the entire university.
Tables (fixed)	COB 235	48	Multi-department allocation

BLAW/CBA/GBA Allocation

Type of Classroom	Room	Capacity	Comments
Hyflex Classroom	COB 110	44	Multi-department allocation
Hyflex Classroom	COB 112	45	Multi-department allocation
Tables (moveable)	COB 125	42	Multi-department allocation

FIN Allocation

Type of Classroom	Room	Capacity	Comments
Tables (moveable)	COB 124	42	
Tables (moveable)	COB 125	42	Multi-department allocation
Tablet arm chairs with wheels & carpeting	COB 229	42	
Tables (fixed)	COB 235	48	Multi-department allocation

IS Allocation

Type of Classroom	Room	Capacity	Comments
Hyflex Classroom	COB 111	45	
Hyflex Classroom	COB 112	45	Multi-department allocation

MHRM Allocation

Type of Classroom	Room	Capacity	Comments
Hyflex Classroom	COB 110	44	Multi-department allocation
Hyflex Classroom	COB 113	43	
Tiered	COB 214	42	

MKTG Allocation

Type of Classroom	Room	Capacity	Comments
Tiered	COB 230	41	Always allocated to department

Open College Resources

Type of Classroom	Room	Capacity	Comments
Tablet arm chairs	COB 216	35	Open College Resource (12pm-10pm)

Restricted College Resources

Type of Classroom	Room	Capacity	Comments
Active Learning Classroom (tablet arm chairs, carpeting, & TV monitors)	COB 217	45	
Active Learning Classroom (tablet arm chairs, carpeting, & TV monitors)	COB 218	40	
Tablet arm chairs with wheels & carpeting	COB 227	42	
Tablet arm chairs with wheels & carpeting	COB 228	42	
Computer Classroom	COB 236	40	
Computer Classroom	COB 237A	40	
Computer Classroom	COB 237B	40	
Computer Classroom	COB 240	40	

University Resource

Type of Classroom	Room	Capacity	Comments
Lecture-Auditorium	COB 139	117	
Lecture-Auditorium	COB 139A	117	
Lecture-Auditorium	COB 140	197	
Lecture-Auditorium	COB 140A	197	
ALC-Lite Tablet arm chairs	COB 114	48	For other colleges

Appendix C: COB Rooms Summary (Numerical)

Room	Capacity	Type of Classroom	Room Allocations
COB 110	44	Hyflex Classroom	<i>Shared</i> – BLAW, CBA, GBA, and MHRM
COB 111	45	Hyflex Classroom	IS
COB 112	45	Hyflex Classroom	<i>Shared</i> – BLAW, CBA, GBA, and IS
COB 113	43	Hyflex Classroom	MHRM
COB 114	48	Tablet arm chairs	Not allocated to college
COB 122	48	Tablet arm chairs	ACCT
COB 123	48	Tablet arm chairs	ACCT
COB 124	42	Tables (moveable)	FIN
COB 125	42	Tables (moveable)	<i>Shared</i> – BLAW, CBA, GBA, and FIN
COB 139	117	Lecture-Auditorium	University Resource
COB 139A	117	Lecture-Auditorium	University Resource
COB 140	197	Lecture-Auditorium	University Resource
COB 140A	197	Lecture-Auditorium	University Resource
COB 214	42	Tiered	MHRM
COB 216	35	Tablet arm chairs	Open College Resource (12pm-10pm)
COB 217	45	Active Learning Classroom (tablet arm chairs, carpeting, & TV monitors)	Restricted College Resource
COB 218	40	Active Learning Classroom (tablet arm chairs, carpeting, & TV monitors)	ACCT until end of Phase II Part I, after which open to the entire university.
COB 227	42	Tablet arm chairs with wheels & carpeting	Restricted College Resource
COB 228	42	Tablet arm chairs with wheels & carpeting	Restricted College Resource
COB 229	42	Tablet arm chairs with wheels & carpeting	FIN
COB 230	41	Tiered	MKTG ONLY ALWAYS
COB 235	48	Tables (fixed)	<i>Shared</i> – ACCT and FIN
COB 236	40	Computer Classroom	Restricted College Resource
COB 237A	40	Computer Classroom	Restricted College Resource
COB 237B	40	Computer Classroom	Restricted College Resource
COB 240	40	Computer Classroom	Restricted College Resource