

# Scheduling Rounds 1 and 2: Step-by Step Guide

The Registrar's Office rolls all active course sections from the previous like term (Summer 2020 sections rolled into Summer 2021).

- 1) Open the word document labeled for your College/School and double-check it is for the correct Round of scheduling (1 vs. 2) from the email.

Summer 2021 Round 1 Scheduling

To: Alex Ilyasova; Ali Langfels; Andrea Williams; Andrew Subudhi; Ann N. Amicucci; Anthony Tan; Benjamin Kinsley; Benjamin Kwitek; Brynne Thompson; Carol Pina; Christina Jimenez; Colin McAllister; Corinne Harmon; Craig Decker; David Anderson; David Nelson; Dawn House; Dawn Widen; Deborah Pollard; Deborah Schultze; Diane Busch; Emanuelita Martinez; Emily Drapeau; Emily Skop; Erica Allgood; Eva Wynhorst; Farida Khan; Fernando Feliu-Moggi; Hope Hoch; Ian Smith; Jackie Bering; Jane Muller; +46 others

cc: Ann Schwab; Todd Casey; Tracy Barber; Susan Taylor; Michael Kisley

Attachments:

- Production Schedule Memo Summer 2021.pdf (97 KB)
- Scheduling Guidelines Summer 2021.pdf (133 KB)
- College of Education Summer 2021 Round 1.docx (41 KB)
- College of Engineering and Applied Sciences Summer 2021 Round 1.docx (64 KB)
- College of Letters and Sciences Summer 2021 Round 1.docx (160 KB)
- College of Nursing and Health Sciences Summer 2021 Round 1.docx (58 KB)
- School of Public Affairs Summer 2021 Round 1.docx (30 KB)

Good afternoon & happy Friday!

Attached is the 1st draft of the **Summer 2021** Schedule of Courses. Copy your classes into a new Word document (short intensive courses toward always at the end of the document) and enter your changes. **Then turn on Track Changes under the Review tab in Microsoft Word** so that Academic Scheduling will be able to see any changes/additions/cancellations requested.

Please read the other attachments carefully as they contain important information about University scheduling including the Summer production schedule. Completed schedules are due in Academic Scheduling to [schedreg@uccs.edu](mailto:schedreg@uccs.edu) no later than **Friday October 16<sup>th</sup>, 2021 at 5:00pm MT.**

Note: Due to COVID you will notice that all Summer 21 section rolled from this previous Summer, requiring departments to add any meeting patterns that may be necessary. **Please plan your Summer Round 1 schedules based on regular room capacities.**

All current instruction modes available for Fall and Spring usage have been extended and approved for departments to continue utilizing in to the Summer 2021 semester.

- Instruction Modes: <https://www.uccs.edu/registrar/academic-scheduling/modes-of-instruction>

## SCHEDULING PREVIEW

- Mon 10/5 Spring Round 2 Due
- Fri 10/16 Summer Round 1 Due
- 10/24 Spring Shopping Cart Opens
- 10/26 Spring Registration Begins

Sincerely,

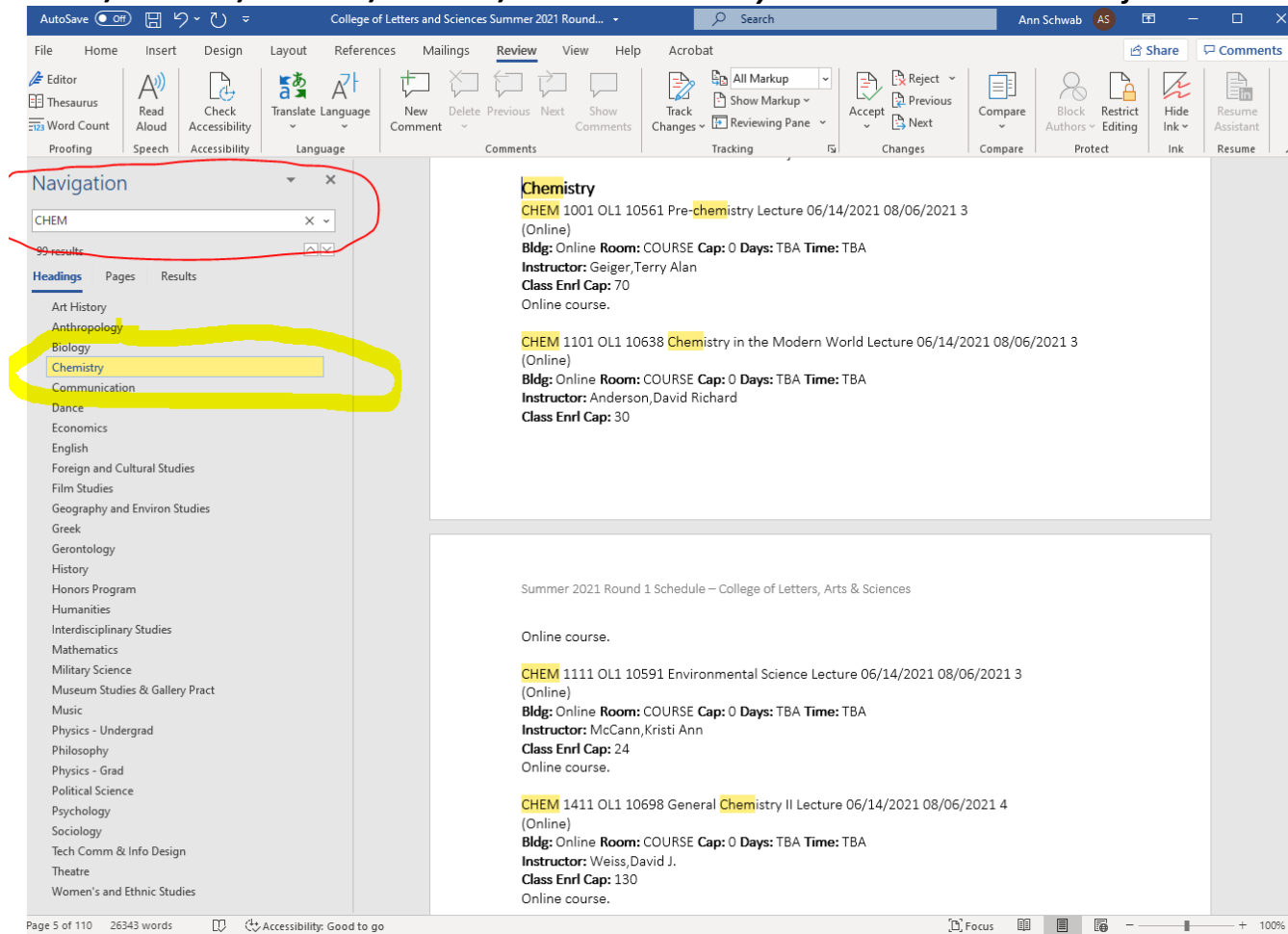
**Ann & Emily** | Your Curriculum Management Team  
Office of the Registrar • [schedreg@uccs.edu](mailto:schedreg@uccs.edu)



- 2) Next open the cumulative schedule for your College/School and use the “Find” (Ctrl + F) function to locate the subjects necessary for your schedule.

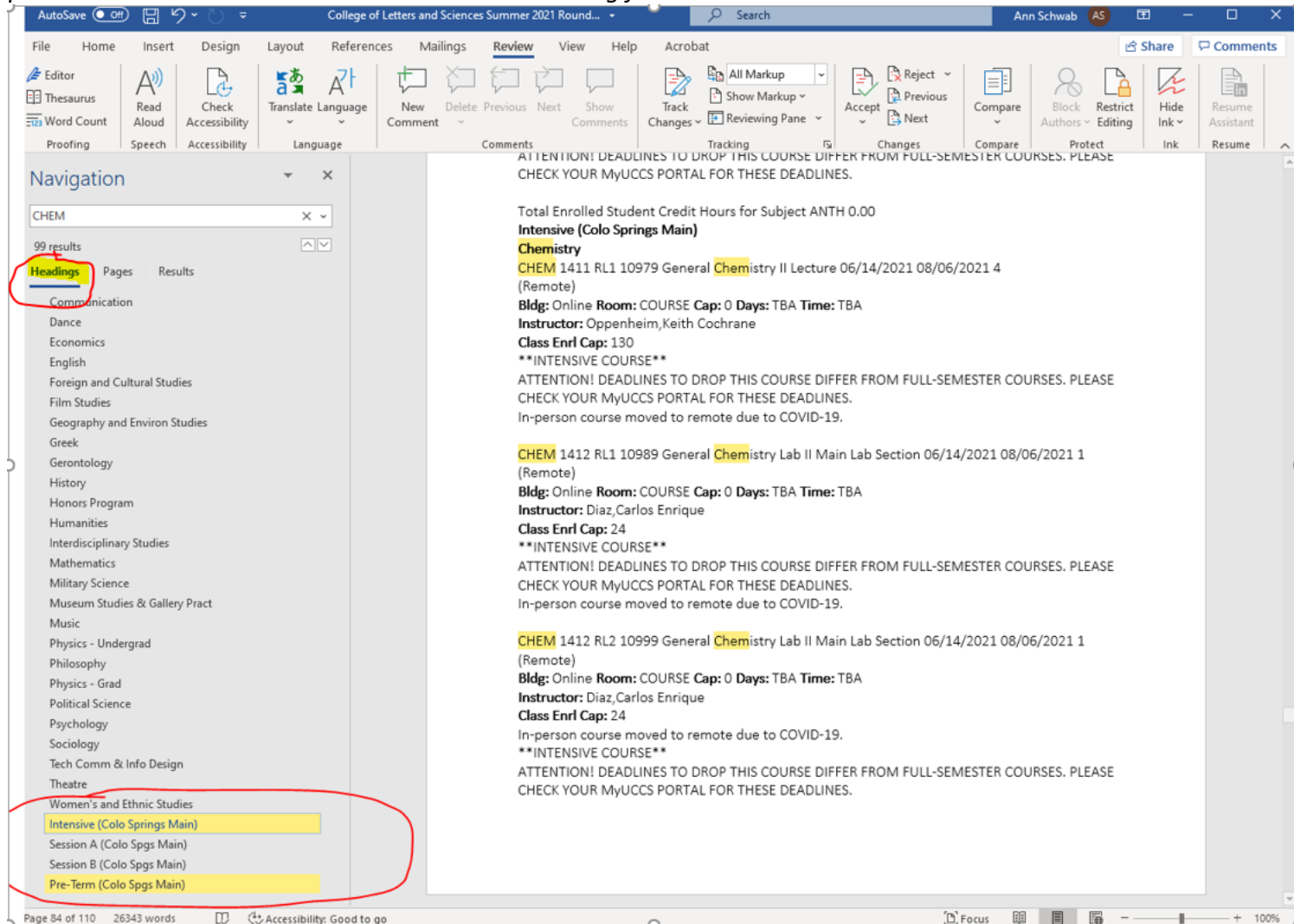
The side Navigation bar will display all subjects and short course term headings and any that display the searched subject code will highlight themselves:

**Note: All Pre-Term/Session A/Session B/Intensive/Weekend University will be located at the end of the cumulative document.**



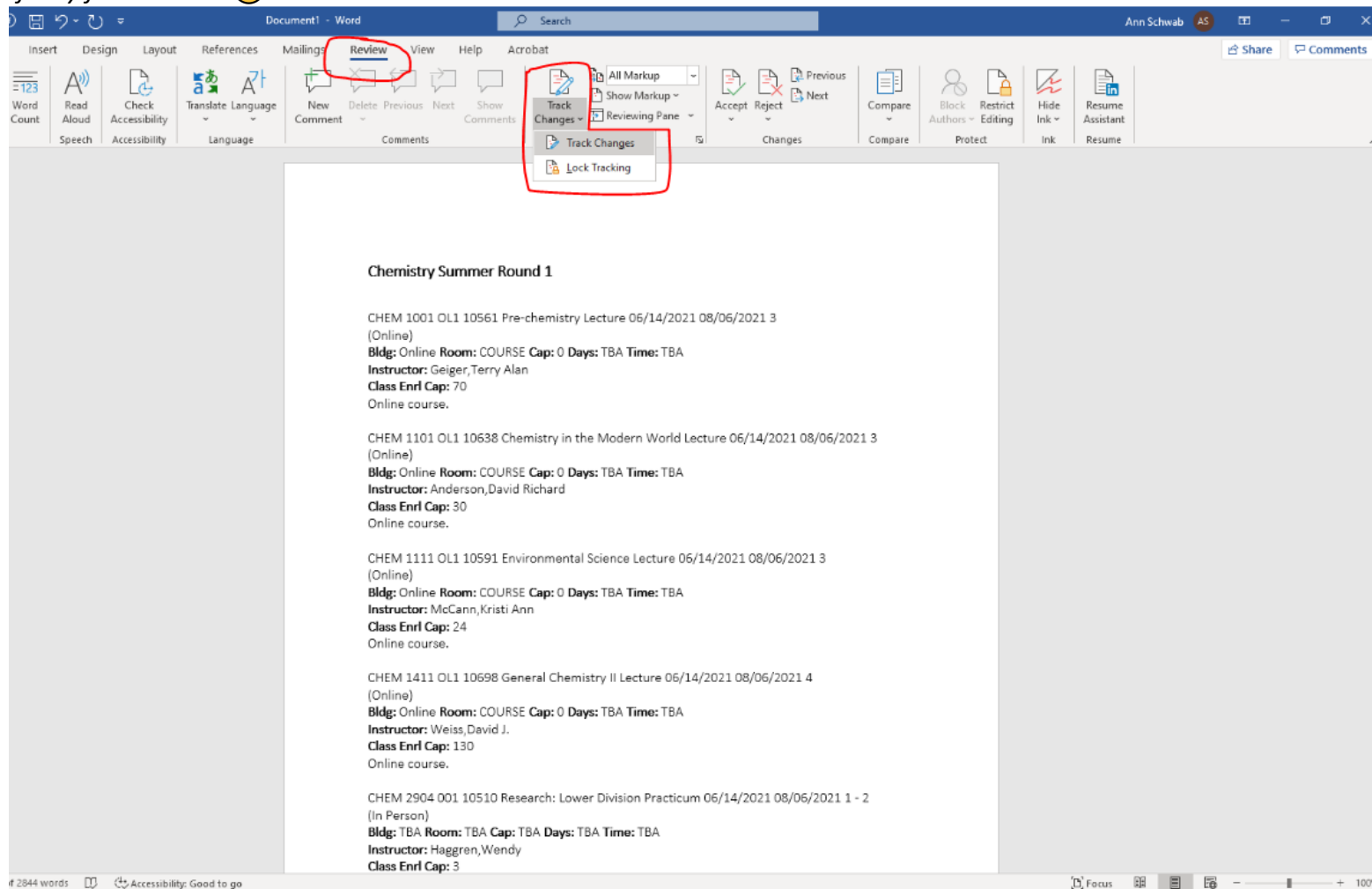
3) This side Navigation bar should make it easier to identify any short courses at the end of the document if you use the Headings search option:

Example= CHEM has Intensive and Pre-Term classes running for Summer:



- 4) Next copy/paste ALL of your courses into a new word document including those short term sections at the end. Then turn on Track Changes under the Review tab in the document. Please do NOT delete or exclude any course sections as we will have to reach out about missing sections.

*Note: If you are currently using your own previous way of identifying changes through the ~~strikeout feature~~ and **colored text**- this is perfectly fine as well! 😊*



5) Then use this new word document to request any changes.

Changes can include any custom notes that need to get attached to the course section as well as any notes to the schedulers such as need for a computer lab, if an instructor teaches back to back sections, etc.

*Examples of changes below:*

CHEM 1402 ~~001OL1~~ 11084 General Chemistry Lab I Main Lab Section 05/17/2021 06/13/2021 1

Hyflex (Online)

**Bldg:** ~~Need Room~~**Online Room:** ~~COURSE~~ **Cap:** 0 **Days:** ~~M~~TBA **Time:** 8am-10:40am TBA Dt:

05/17/2021-06/13/2021

**Instructor:** Deon,Dan

**Class Enrl Cap:** 24 |

**\*\*PRE-TERM COURSE\*\***

ATTENTION! DEADLINES TO DROP THIS COURSE DIFFER FROM FULL-SEMESTER COURSES. PLEASE CHECK YOUR MyUCCS PORTAL FOR THESE DEADLINES.

~~Online course.~~ Please allow time to complete the online course student questionnaire prior to registration. No Late Registration

Note to Scheduler= Course needs computer lab