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**Class Schedule Development Guide**

**Summer Fall 2018**

**Modified last 11/21/2017**

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| --- | --- |
|  | Summer/Fall 2018 Tentative Timeline |
|  | **November / December 2017** |  | **January/February 2018** |
|  | **Action** | **deadline** |  | **action** | **deadline** |
| **11/15** | CSD Meeting.  |  | **01/16** | **First Day of Spring 2018 Term.** |  |
| **11/16** | College Preference Project Begins. | 1-5-18 | **01/23** | **Spring 2018 Last Day to Add a Class.** |  |
| **11/30** | Tentative Reservation Event Requests Accepted for Spring 2018 in GP rooms. |  | **01/26** | Roll Summer/Fall 2017 to 2018 |  |
| **12/11** | **All 2040 Sections Should be Scheduled.** | 5pm | **01/26** | OUR Ends Preference Entry in Astra. |  |
| **12/12** | Space Utilization Shift 2040 Begins.Classrooms. |  | **01/26** | OUR / IR/ DE Clean Up.  | 02/1 5pm |
|  | **01/31** | **Spring 2018 ORD-Census Date.** |  |
| **12/13** | **Fall 2017 Official Close.** |  | **02/01** | Colleges Begin Building Schedule for 2050/2060. Discontinue Batch Process Begins. |  |
| **12/18** | **Winter Mini Begins.** |  | **02/01** | Requisite requests for 2050/2060 due to Amy Ramirez.  |  |
| **12/19** | **Winter Mini Last Day to Add Class.** |  | **02/01** | All College Scheduler Astra Access Moves to View only. |
| **12/19** | Fall 2017 End of term processing. |  | **02/12** | All PS Sections Completed for 2050/2060. | 5PM |
| **12/20** | **Winter Mini Census.** |  | **02/13** | Import 2050/2060 PS sections to Astra. | 8AM |
| **12/25** | ***Winter Break.*** | ***Back to work 1/3*** |  | NO PEOPLESOFT UPDATES ALLOWED UNTIL SCHEDULE RELEASE TO COLLEGES. |
|  |  |  | **02/14** | OUR Prep and Optimization Begins. | 03/01 |
|  | **March 2018** |  | **April 2018** |
|  | **action** | **deadline** |  | **action** | **deadline** |
| **03/01** | Release Schedule to Colleges. Astra Access Back, Limited to Region. PS Back. | Goal of 8:30am | **04/06** | Priority Registration Opens  |  |
| **03/08** | Release GP Rooms to Colleges. | 8:30am | **04/07** | GRAD/OPT/PHRM  |  |
| **03/09** | Turn Priority Registration Lists in to OUR. | 5pm | **04/9** | LAW SUM/LAW 1/SR/PB |  |
| **03/09** | Deadline for Time Band Exceptions. | 5pm | **04/10** | LAW 2 / JR |  |
| **03/12** | Spring Break Begins. |  | **04/11** | LAW 3 SOPH |  |
| **03/17** | **UH Closed Spring Break Holiday.** |  | **04/12** | FRESH |  |
| **03/20** | **Course Listings, Enrollment Appointments** **GO LIVE.** | 8:30am | **04/13** | OPEN REGISTRATION |  |
|  | **04/30** | Tentative Reservation Event Requests Accepted for Summer / Fall 2018 in GP rooms. |  |
|  | **May 2018** |  | **June/July/August 2018** |
|  | **action** | **deadline** |  | **action** | **deadline** |
| **05/14** | **All 2050/2060 Sections Should be Scheduled.** | **5pm**  | **06/04** | **First Day Class SS 1, 2, 3** |  |
|  | **07/02** | Last Day Class SS2 |  |
| **05/15** | Space Utilization Shift 2050/2060 Begins. |  | **07/9** | **First Day Class SS4** |  |
|  |  |  | **07/23** | Last Day Class SS3 |  |
|  | **08/06** | Last Day Class SS4 |  |
|  |  |  | **08/07** | Last Day Class SS1 |  |
|  |  |  | **08/20** | **First Day Class Fall 2018** |  |

General Information

This Guide explains how to build the Schedule of Classes at the University of Houston, which includes the following tasks:

* Search the Course Catalog for approved courses to build in a term
* Modify scheduled class sections of a course (days, times, instructor)
* Add new class sections of a course
* Schedule new courses/sections
* Remove courses/sections from the schedule

As a Class Schedule Representative, you are responsible for creating the Schedule of Classes that will guide students through a successful enrollment. This guide prepares you to use **myUH**-Curriculum Management as a tool in performing your Class Schedule Update responsibilities.

Class Schedule Development (CSD)

“Class Schedule Development” refers to the creation of a class schedule for a term. The process is initiated twice a year, in July for the following spring term and in January for the following summer and fall terms. It begins when Registration and Academic Records runs a process to “roll” forward the schedule of classes (excluding Selected Topics and Special Problems sections) from the previous like term.

Gather the following information and make all updates/changes in the Curriculum Management component of **myUH** prior to the deadline specified in the timeline on the previous page.

* Session course offering changes
* New courses (as approved in the Course Catalog within **myUH**)
* New components (lecture, lab)
* Special linking requirements
* New Selected Topics
* Enrollment limit (must be entered in order to assign a classroom)
* New or changed combined courses/sections
* Instructor’s **myUH** ID number (emplid)

Distance Education Courses

Distance education refers to all sections that are taught online and off-campus. Distance education sections should be created and updated by the department owning the course. However, Distance Education can assist with course scheduling needs and issues. When the schedule officially goes live, please contact Distance Education concerning any course changes

* **Online (WW)** classesuse Blackboard or another course management system to deliver course materials over the Internet, and classes do not meet regularly. The default location for online classes should be “University of Houston.” Online classes may have up to six meetings of three hours or less throughout the semester (e.g. exams, reviews and presentations). Online sections should not normally have days/times entered into PeopleSoft. In the “Notes” tab, **45** (Online) and **60** (Computer Required) should also be added for online classes.
* **Off-campus** classes are face-to-face, hybrid, interactive television, or online classes that will meet at a location other than UH main campus. The most common off-campus locations are the UH Northwest Campus, UH Sugar Land, and the UH System at Cinco Ranch. Off-campus teaching center sections should follow current UH time bands. In the “Notes” tab, **24** (Off-Campus) should also be added for off-campus classes.

The following are the maximum classroom capacities for the off-campus teaching centers. If you have a special request for a classroom with computers or need a larger space, please contact Distance Education.

|  |  |
| --- | --- |
|             **Location Description** | **Max Quota** |
| UH-Northwest Campus | 48 |
| UH-Sugar Land | 35 |
| UHS-Cinco Ranch | 36 |

* **Interactive television** **(IT)** classes use video conference technology for students to participate in classes taking place live at another location. For example, an interactive television section could be scheduled at UH Sugar Land, and the associated face-to-face section would then be scheduled on the main campus.

For more information on scheduling online or interactive television courses, contact Sandra Lozano (slozano@uh.edu; 713-743-1560).

For more information on scheduling off-campus and interactive television courses, contact Nancy Herron (nherron@uh.edu; 713-743-5096).

Special Problem Courses

Colleges and departments are encouraged to review the catalog inventory when developing the class schedule in order to establish special problem courses with titles **early enough** to affect registration. Section titles must be submitted as early as possible to **Julie Nguyen** in the **Office of Institutional Research** to facilitate the scheduling of students during the enrollment process. Departments may add a maximum of eight titles per special problem course per term. These titles will be available for use only during the term in which they are requested and will **NOT** be rolled forward.

For more information, please visit the Provost’s Home page at [**http://www.uh.edu/provost/fac/fac.html**](http://www.uh.edu/provost/fac/fac.html)

Special Problems courses **must have unique section numbers** within the course offering and session.

Examples on how to create unique section numbers:

**MUSI 4198 Sections 01 through 05**

**MUSI 4198 Sections 06 through 10**

**MUSI 4198 Sections 11 through 15**

MUSI 4198 sections 01 through 05 would be sections with the same topic, sections 06 through 10 would be a different topic and so on.

Selected Topic

Selected Topic sections must have a primary (parent) course approved in the Catalog inventory within **myUH**. If the current catalog online shows no primary course approved, a CBM003 form must be submitted to Undergraduate Committee for approval. A primary course set up as a lecture/lab or lecture only will have all future Selected Topic sections attached to this primary (parent) course will be lecture/lab or lecture.

Verify that the **Print Topic in Schedule** box is checked for the Selected Topic title. If the**Print Topic in Schedule** box is not checked, students will not be able to view the title when searching for classes online.

**DO NOT check the box Print Topic in Schedule on the Meetings Tab!!! This will make the topic print TWICE on the students’ transcripts.**

University of Houston Calendar Links

Campus Events
[**http://www.uh.edu/news-events/calendars/**](http://www.uh.edu/news-events/calendars/)

Academic Calendar
<http://publications.uh.edu/content.php?catoid=25&navoid=9117>

Billing Due Dates
[**http://www.uh.edu/financial/payment/billing-due-dates**](http://www.uh.edu/financial/payment/billing-due-dates)

Scheduling Sections

This section is not intended to be a detailed explanation of the business process used to create/update course sections. Please refer to the documentation received during the required training sessions. **If you have not completed the training session related to CSD, you will not have access to these areas in myUH.**

**Before creating sections**, verify that the Grading Basis is accurate: Curriculum Management>Course Catalog, Catalog Data tab.Changes **MUST** be made prior to enrollment. **After enrollment begins, any enrolled students must be dropped, the correction made (if possible), then re-enrolled.**

Basic Data Tab

Define sections, special class fees, topics, and attributes information on the **Basic Data** tab.

* + Enter the new class section, if required. To add more rows, click the + (plus sign). **Class section numbers must be two digits, i.e. “01”, “02”, “03” etc.**
	+ Update or enter a **Course Topic ID** to link course topics to class sections. Select a topic ID for the sections by clicking on the magnifying glass. Free Format Topics can be entered.
	+ Be sure the **Schedule Print** box is checked unless the class section is a hidden section.
	+ Only check the **Student Specific Permissions** box if the instructor is limiting enrollment to specific students.
	+ Use the **Course Attributes** fields to link attributes to class sections. The system populates the course attributes fields and the related course attributes values from the course catalog. Do not override or amend these values; **only add new attributes** may be added to class sections.
	+ Verify the Lecture, Independent Laboratory and Lecture/Laboratory class sections **Component** and **Class Type** status are set-up correctly. Class sections listed as Lecture or Independent Laboratory the **Component** must reflect “Lec” (lecture) and the **Class Type** must reflect “Enrollment”. Class sections listed as Lecture/Laboratory combinations, must have one or more class section **Components** reflecting “Lec” (lecture) and the **Class Type** reflecting “Enrollment” with the combination of at least one or more class section **Components** reflecting “Lab” (Laboratory) and the **Class Type** reflecting “Non Enroll”. **Class Type** status of “Non Enroll” will not generate a Grade roster. There is no grade option for the Laboratory when listed as a Lecture/Laboratory combination.
	+ Verify that **Associated Class** numbers are associated with the correct class section lectures or laboratories. An incorrect association number will affect the student’s ability to enroll for the correct lecture/lab class sections.
	**Note:** One lecture may be associated with several laboratories by adding the associated number of “9999” to each “Non Enroll” class type laboratories. This allows the student to select a laboratory that will not conflict with his schedule. On the other hand, you may associate one laboratory with several lectures by adding the associated number of “9999” to each “Enrollment” class type lectures. This allows the student to select lectures that will not conflict with his schedule.
	+ Verify that the **Equivalent Course Groups** are correct for the subject/catalog number (class sections).
	+ Verify that the Class Attributes are correct. Only Class Attributes that you have added may be updated or deleted. Do not delete “Class Attributes” added by the Office of Institutional Research. If you have any questions regarding the class attributes attached to courses, please contact Julie Nguyen in the Office of Institutional Research.

Meetings Tab

* + Enter class meeting times, days, (**Facilities information may NOT be entered**), instructors, and room characteristics on the **Meetings** tab. ***Only university recognized time bands may be used. Exceptions must be approved by the Provost Office. Send exception requests to Iqbal Haider in the Office of the University Registrar.***
	+ Update the Instructor ID (click on magnifying glass to locate ID). Verify that the “Access” field is set to APPROVE. This will allow instructor to enter grades on grade rosters via the web. Verify that the correct instructor is indicated. Do NOT list anyone other than the instructor as instructor-use clerical assistant or TA as appropriate. This has an impact on reporting.
	+ Designate at least one instructor as the Primary Instructor and set **Access** to “Approve”. If a Secondary Instructor or Teaching Assistant is added; set **Access** to “Grade”. If Access is not set, the instructor will not be able to access the grade roster when grade rosters are generated at the end of the term.
	+ Check the**Print**box (next to the instructor role) to display the instructor’s name in the schedule.
	+ For reporting purposes, the Faculty workload will automatically default to 100 % for Primary Instructor if the workload percentage is not divided between a Primary Instructor, Instructor Role of Secondary Instructor or Teacher Assistant. Workload percentages must always equal 100%. (Note there are no error edits in **myUH** if the workload percentage totals more than 100%).

Enrollment Control Tab

Define class status, capacity, auto-enroll and section to section numbers on the **Enrollment Control** tab.

### Class Status

* + **Active:** Student can register for class
	+ **Cancelled Section:** Click the Cancel Class button to cancel the class section in view. The button processes one section cancellation at a time. If students are enrolled in the course, **myUH** will not process the request unless the “Cancel If Student Enrolled” has been checked. **Note:** If the “Cancel If Student Enrolled” has been checked the Cancel Class button feature will drop students without notice of cancellation. It is the **Department’s responsibility for notifying students**. It is recommended that you print a class roster prior to cancellation.
	+ **Stop Further Enrollment:** Prevents any additional students from enrolling in the course.
	+ **Tentative Section:** Class is not available for enrollment. Tentatively scheduled for the term.

### Consent

If consent is required, select the Student Specific Permission check box on the Basic Data tab to be able to specify permission by student ID on the Class Permissions page (Records and Enrollment>Term Processing>Class Permissions). The system populates the consent field by default from the catalog data page, indicating the type of consent, if any, required for the student to enroll in the class. You can override the value on the Enrollment Control tab for each section.

* + ***No Consent***—means permission from a department or instructor is not required.
	+ ***Department Consent***— means the student must have a permission number to register.
	+ ***Instructor Consent***—means only specific students can register for this class.

###

### Enrollment Capacity

**Enrollment capacity must be indicated in order to schedule a classroom**. Ad Astra will not schedule a section in a classroom with zero (**0**) enrollment capacity.

Review cross-listed courses and confirm that the enrollment capacity is set correctly.

### Notes

**Notes** are affixed to a section/class number listing to provide additional information to the student. Link notes to class sections on the **Notes** tab. Colleges and Departments are responsible for entering section notes (in the Free Format Text box) into **myUH**. When section notes are updated, they will roll over in **myUH** for subsequent terms.

* + **Sequence Number—** the system creates a class notes sequence number. The number determines the display order of the class notes for a section if there are multiple notes. This number can be changed.
	+ **Print Location—** Select the location the note is to be displayed, either *before* the class listing, or *after* the section listing.
	+ **Note Number—** Select a note number to reference a pre-existing note. The note text appears adjacent to the note number and is displayed in the schedule of classes.
	+ **Free Format Text—** enter a free format text note.
	+ **Copy Note—** Click to copy the note number text to the Free Format Text box. The note can then be modified to accommodate the class section. This eliminates the note number and note text.
	+ **Clear Note—** Click to clear the Free Format Text box.

Footnotes

A list of the footnotes is available by navigating to:

**Curriculum Management > Schedule of Classes > Class Notes Table**

Contact OUR if/when you need assistance with editing a footnote.

Footnotes do not have the same power in **myUH** as they did in the ADMN system.

Class Associations

**Curriculum Management > Schedule of Classes > Adjust Class Associations**

Use the Adjust Class Associations to adjust units, and change Instructor Edit views, after a class is scheduled. All data on the page defaults from the Course Catalog component. All of the data elements can be changed for a class association

* “Associated Class” always defaults to **1**. It must be MANUALLY changed to match the “Class Section” number; UNLESS that section is to be associated to another section. Associations MUST be correct **BEFORE** enrollment begins. Otherwise, enrolled students must be dropped before corrections can be made then re-enrolled.

Class Requisites & Career Pointer Exception Rules

Setup should be in place and tested, ***before*** any new enrollment cycle. Contact Cassandra Heavrin cheavrin@central.uh.edu for more information.

Grade Basis Choice Options



Wait List



myUH Queries

Queries are available by navigating to Reporting Tools>Query. The queries listed below will assist in the identification of potential issues such as Class Association errors, Instructor Role Access errors and Meeting Date errors. The queries names must be entered exactly as indicated below.

**Class Association Errors:** UH\_RAR\_CLS\_ASSC\_ERROR

Instructor Role Access: UH\_RAR\_AUDIT\_INSTR\_ROLE\_ACCESS

**Term Date Errors:** UH\_RAR\_TERM\_DATES\_QRY

Courses Outside University Recognized Time Bands: UH\_TIMEBAND\_CRSE1

Courses in University Recognized Time Bands by Enrollment: UH\_TIMEBAND\_CRSE

Course enrollment between the prompted terms for up to 3 catalog numbers of one subject: UHM\_DE\_COURSE\_HISTORY

Class Schedule by Course Level: PM\_CLASS\_SCHEDULE\_BY\_LVL\_DEPT

**Active Course Offerings in Cat:** CATLG\_CRSE\_OFFR

**Hours Not Equal:** COURSE\_DISCREPANCIES

Courses by Term and Instructor: COURSE\_INST\_TERMINFO or SHORTSCHED\_TERMINFO

**Duplicate Section Numbers:** DOUBLE\_COURSE\_SAME\_SECTN\_MODIF

**Inactive Instructors:** INACTIVE\_INSTRUCTORS

Location Discrepancy: LOCATION\_CODE\_DOESNT\_MATCH

Section Number Not Used Yet: SECTION\_NUMBERS\_ALL

Primary Instructor Room Utiliz: UHIR\_CLASS\_TABLE, UHIR\_CLASS\_DEPT

GRD UGR Enroll Less Than 10: UHIR\_ENRL\_ENROLLMENT

Space Utilization by Seat Fill: UHM\_SPACE\_UTLI\_REPORT

**Check Meeting Patterns:** UH\_CLASS\_MTG\_PAT

Ck Summer No Friday Meeting: UH\_CLASS\_NO\_FRIDAY

When Course Last Taught: UH\_SUBJECT, UH\_SUBJECT\_LAST, UH\_COURSE\_LAST\_TAUGHT, or UH\_SUBJECT\_LAST\_MV

UH Hybrid Courses: UH\_RAR\_HYBRID\_COURSES

**Sections Not Having Cat Dates:** UH\_RAR\_TERM\_DATES\_QRY

Important Info Regarding General Purpose Classrooms

All General Purpose (GP) Classrooms are in the space inventory of the Office of the Provost. The Provost office has the responsibility for maintaining and renovating GP classrooms and for ensuring compliance with scheduling guidelines in all classrooms coded as 110 for Coordinating Board reporting purposes. For information pertaining to the University of Houston Facilities Reservations and Rental Policies please see the following URL: <http://www.uh.edu/af/universityservices/policies/mapp/09/090301.pdf>

Priority for reserving GP Classrooms is as follows: **Final exams** are given highest priority followed by **classes**, **academic events** and **non-academic events**.

Colleges shall have exclusive use of the GP classrooms, ***not previously scheduled by OUR***, allocated to them for scheduling until the set deadline is reached. After that, all GP classrooms shall be released for scheduling by any college or department.

* Whenever a revision is made to the GP classroom list, a new list will be sent to you and you should discard the previous list.
* Colleges shall schedule **OUTSIDE THE PRIME TIMES** at least one third of their organized classes **AND** at least one third of their class sections with quotas of **100** or **more**.
* All organized classes shall be scheduled in space designated in the University’s Space Inventory as classrooms (codes 110-112) or labs (codes 210-220) unless an exception has been made by obtaining approval from the Provost Office.

TO: Associate Deans

FROM: Debbie Henry, University Registrar

RE: Classroom Scheduling

Because of increasing enrollment and the corresponding pressure on classroom resources, I remind you of the following university policies concerning the scheduling of classrooms and I ask that you remind those in your college who coordinate scheduling to be mindful of these policies as they prepare their schedule of classes.

* All general-purpose (GP) classrooms are in the space inventory of the Office of the Provost. That office has ultimate responsibility for maintaining and renovating GP classrooms and for ensuring compliance with scheduling guidelines.
* Courses scheduled to be held in classrooms with a capacity of 50 or more must have a (historically realistic) course capacity (quota) of at least 70% of the room capacity. Courses not in compliance with this requirement may be moved to an alternate classroom.
* All classes must be scheduled within approved time bands. Exceptions may be considered for pedagogical reasons. All requests for exceptions, with justification included, should be submitted in writing to the Office of the University Registrar prior to scheduling.
* Monday/Wednesday morning classes may only be scheduled if paired with Friday only classes in the matching time slots and in the same classroom.
* Hybrid classes meeting one day a week must be paired with other classes in order to utilize all days of the scheduled time in the same classroom. If a suitable pairing is not available within the same department or college, the Office of the University Registrar may be contacted for assistance.
* At least one-third of your undergraduate classes must be scheduled outside prime times.
* At least one-third of your undergraduate classes with quotas over 100 must be scheduled outside prime times.
* At least one-third of your undergraduate core classes must be scheduled outside prime times.

|  |
| --- |
| **University-Approved Time Bands** |
| **Monday/Wednesday/Friday** | **Tuesday/Thursday** |
| 7:00 a.m. – 8:00 a.m. | 7:00 a.m. – 8:30 a.m. |
| 8:00 a.m. – 9:00 a.m. | 8:30 a.m. – 10:00 a.m. |
| 9:00 a.m. – 10:00 a.m. | **10:00 a.m. – 11:30 a.m.** |
| **10:00 a.m. – 11:00 a.m.** | **11:30 a.m. – 1:00 p.m.** |
| **11:00 a.m. – 12:00 noon** | **1:00 p.m. – 2:30 p.m.** |
| **12:00 noon – 1:00 p.m.**  | **2:30 p.m. – 4:00 p.m.** |
| **Monday/Wednesday** | 4:00 p.m. – 5:30 p.m. |
| **1:00 p.m. – 2:30 p.m.** | 5:30 p.m. – 7:00 p.m. |
| **2:30 p.m. – 4:00 p.m.** | 7:00 p.m. – 8:30 p.m. |
| 4:00 p.m. – 5:30 p.m. | 8:30 p.m. – 10:00 p.m. |
| 5:30 p.m. – 7:00 p.m. | **Saturday** |
| 7:00 p.m. – 8:30 p.m. | 9:00 a.m. – 12:00 noon |
| 8:30 p.m. – 10:00 p.m. | 1:00 p.m. – 4:00 p.m. |
| **Blue indicates prime time** |

Astra has been configured so that all sections in university-approved time bands will be given priority during optimization. All sections that are setup in **myUH** by the Astra optimization deadline will be scheduled in general purpose classrooms during the optimization process. This means that some classes may be scheduled outside their region if space is available elsewhere.

**GENERAL PURPOSE CLASSROOM LISTING**

Please use the current list available. Should any revisions occur a new list will be emailed to you.

|  |  |  |  |
| --- | --- | --- | --- |
| **GENERAL PURPOSE CLASSROOM LISTING** |  |  |  |
| **Revised 11/15/2017** |  |  |  |  |  |  |
|  |   |  |  |  |  |   |   |
|  | **Building/ Room** | **College/ Dept** | **Capacity** |   | **Min Enroll 65% seatfill** | **Code** | **Room Type** |
|
|  |  |  |  |  |  |  |  |
| **(AAA) AGNES ARNOLD AUDITORIUM 494** |  |  |  |  |
| 2 | AAA AUD1 | **CLASS** | 519 |   | 337 | 110 | Auditorium |
|  | AAA AUD2 | **CLASS** | 383 |   | 249 | 110 | Auditorium |
|  |  |  |  |  |  |  |  |
| **(AH) AGNES ARNOLD HALL 578** |  |  |  |  |
| 22 | AH 2 | **CLASS** | 40 |   | 26 | 110 | Lecture |
|  | AH 7 | **CLASS** | 49 |   | 32 | 110 | Lecture |
|  | AH 9 | **CLASS** | 42 |   | 27 | 110 | Lecture |
|  | AH 10 | **CLASS** | 42 |   | 27 | 110 | Lecture |
|  | AH 11 | **CLASS** | 40 |   | 26 | 110 | Lecture |
|  | AH 12 | **CLASS** | 40 |   | 26 | 110 | Lecture |
|  | AH 15 | **CLASS** | 45 |   | 29 | 110 | Lecture |
|  | AH 16 | **CLASS** | 50 |   | 33 | 110 | Lecture |
|  | AH 104 | **CLASS** | 94 |   | 61 | 110 | Lecture |
|  | AH 106 | **CLASS** | 73 |   | 47 | 110 | Lecture |
|  | AH 108 | **CLASS** | 73 |   | 47 | 110 | Lecture |
|  | AH 110 | **CLASS** | 102 |   | 66 | 110 | Lecture |
|  | AH 201 | **CLASS** | 36 |   | 23 | 110 | Lecture |
|  | AH 202 | **CLASS** | 48 |   | 31 | 110 | Lecture |
|  | AH 203 | **CLASS** | 19 |   | 12 | 110 | Lecture |
|  | AH 204 | **CLASS** | 49 |   | 32 | 110 | Lecture |
|  | AH 205 | **CLASS** | 19 |   | 12 | 110 | Lecture |
|  | AH 208 | **CLASS** | 35 |   | 23 | 110 | Lecture |
|  | AH 301 | **CLASS/NSM** | 48 |   | 31 | 110 | Lecture |
|  | AH 302 | **CLASS** | 42 |   | 27 | 110 | Lecture |
|  | AH 303 | **CLASS** | 30 |   | 20 | 110 | Lecture |
|  | AH 304 | **CLASS** | 35 |   | 23 | 110 | Lecture |
|  |  |  |  |  |  |  |  |
| **(ARC) GERARD D. HINES COLLEGE OF ARCHITECTURE 543** |  |
| 5 | ARC 150 | **ARCH** | 222 |   | 144 | 110 | Auditorium |
|  | ARC 209 | **ARCH** | 36 |   | 23 | 110 | Lecture |
|  | ARC 215 | **ARCH** | 16 |   | 10 | 110 | Lecture |
|  | ARC 219 | **ARCH** | 19 |   | 12 | 110 | Lecture |
|  | ARC 402 | **ARCH** | 38 |   | 25 | 110 | Lecture |
|  |  |  |  |  |  |  |  |
| **(C) ROY GUSTAV CULLEN 501** |  |  |  |  |  |
| 12 | C 102 | **CLASS** | 49 |   | 32 | 110 | Lecture |
|  | C 104 | **CLASS** | 97 |   | 63 | 110 | Auditorium |
|  | C 105 | **CLASS** | 50 |   | 33 | 110 | Lecture |
|  | C 106 | **CLASS** | 48 |   | 31 | 110 | Lecture |
|  | C 107 | **CLASS** | 30 |   | 20 | 110 | Lecture |
|  | C 108 | **CLASS** | 42 |   | 27 | 110 | Lecture |
|  | C 109 | **CLASS** | 34 |   | 22 | 110 | Lecture |
|  | C 110 | **CLASS** | 34 |   | 22 | 110 | Lecture |
|  | C 111 | **CLASS** | 48 |   | 31 | 110 | Lecture |
|  | C 112 | **CLASS** | 18 |   | 12 | 110 | Seminar |
|  | C 113 | **CLASS** | 49 |   | 32 | 110 | Lecture |
|  | C 114 | **CLASS** | 19 |   | 12 | 110 | Seminar |
|  |  |  |  |  |  |  |  |
| **(CAM) ISABEL C. CAMERON 586** |  |  |  |  |
| 3 | CAM 101 | **TECH** | 69 |   | 45 | 110 | Lecture |
|  | CAM 103 | **TECH** | 48 |   | 31 | 110 | Lecture |
|  | CAM 105 | **TECH** | 50 |   | 33 | 110 | Lecture |
|  |  |  |  |  |  |  |  |
| **(CEMO) MICHAEL J. CEMO HALL 544** |  |  |  |  |
| 4 | CEMO 100D | **BUS** | 431 |   | 280 | 110 | Auditorium |
|  | CEMO 101 | **BUS** | 80 |   | 52 | 110 | Lecture |
|  | CEMO 105 | **BUS** | 80 |   | 52 | 110 | Lecture |
|  | CEMO 109 | **BUS** | 80 |   | 52 | 110 | Lecture |
|  |  |  |  |  |  |  |  |
| **(CBB)** | **CLASSROOM BUSINESS BUILDING 499** |  |  |  |
| 9 | CBB 104 | **PROVOST\*\*** | 80 |   | 56 | 110 | Lecture |
|  | CBB 106 | **PROVOST\*\*** | 80 |   | 56 | 110 | Lecture |
|  | CBB 108 | **PROVOST\*\*** | 80 |   | 56 | 110 | Lecture |
|  | CBB 110 | **PROVOST\*\*** | 80 |   | 56 | 110 | Lecture |
|  | CBB 118 | **PROVOST\*\*** | 80 |   | 56 | 110 | Lecture |
|  | CBB 120 | **PROVOST\*\*** | 80 |   | 56 | 110 | Lecture |
|  | CBB 122 | **PROVOST\*\*** | 80 |   | 56 | 110 | Lecture |
|  | CBB 124 | **PROVOST\*\*** | 80 |   | 56 | 110 | Lecture |
|  | CBB 214 | **PROVOST\*\*** | 48 |   | 31 | 110 | Lecture |
|  |  |  |  |  |  |  |  |
| 4 | CV N105 | **\*\*Honors** | 30 |   | 20 | 110 | Lecture |
|  | CV N106 | **\*\*Honors** | 30 |   | 20 | 110 | Lecture |
|  | CV N113 | **\*\*Uscholars** | 40 |   | 26 | 110 | Lecture |
|  | CV N115 | **\*\*Uscholars** | 40 |   | 26 | 110 | Lecture |
|  |  |  |  |  |  |  |  |
| **(D2) ENGINEERING LECTURE HALL 580** |  |  |  |  |
| 1 | D2 LECT2 | **GP/ENGR** | 218 |   | 142 | 110 | Auditorium |
|  |  |  |  |  |  |  |  |
| **(D3) CULLEN COLLEGE OF ENGINEERING 2 581** |  |  |
| 7 | D3 W122 | **ENGR** | 134 |   | 87 | 110 | Auditorium |
|  | D3 W205 | **ENGR** | 66 |   | 43 | 110 | Lecture |
|  | D3 E220 | **ENGR** | 40 |   | 26 | 110 | Lecture |
|  |  |  |  |  |  |  |  |
| **(F) LAMAR FLEMING JR. 564** |  |  |  |  |  |
| 3 | F 154 | **NSM** | 78 |   | 51 | 110 | Lecture |
|  | F 160 | **NSM** | 295 |   | 192 | 110 | Auditorium |
|  | F 162 | **NSM** | 68 |   | 44 | 110 | Lecture |
|  |  |  |  |  |  |  |  |
| **(FH) STEPHEN POWER FARISH HALL 587** |  |  |  |
| 13 | FH 130 | **EDUC** | 25 |   | 16 | 110 | Lecture |
|  | FH 131 | **EDUC** | 30 |   | 20 | 110 | Lecture |
|  | FH 135 | **EDUC** | 49 |   | 32 | 110 | Lecture |
|  | FH 211 | **EDUC** | 49 |   | 32 | 110 | Lecture |
|  | FH 213 | **EDUC** | 49 |   | 32 | 110 | Lecture |
|  | FH 215 | **EDUC** | 49 |   | 32 | 110 | Lecture |
|  | FH 217 | **EDUC** | 49 |   | 32 | 110 | Lecture |
|  | FH 218 | **EDUC** | 49 |   | 32 | 110 | Lecture |
|  | FH 219 | **EDUC** | 49 |   | 32 | 110 | Lecture |
|  | FH 222A | **EDUC** | 49 |   | 32 | 110 | Lecture |
|  | FH 232 | **EDUC** | 70 |   | 46 | 110 | Lecture |
|  | FH 307 | **EDUC** | 49 |   | 32 | 110 | Lecture |
|  |  |  |  |  |  |  |  |
| **(GAR) SUSANNA GARRISON GYMNASIUM 532** |  |  |
| 3 | GAR 118 | **CLASS** | 45 |   | 29 | 110 | Lecture |
|  | GAR 201 | **NSM** | 100 |   | 65 | 110 | Lecture |
|  | GAR 205 | **CLASS** | 164 |   | 107 | 110 | Auditorium |
|  |  |  |  |  |  |  |  |
| **(H) FRED J. HEYNE 534** |  |  |  |  |  |
| 5 | H 28 | **CLASS** | 46 |   | 30 | 110 | Lecture |
|  | H 30 | **CLASS** | 54 |   | 35 | 110 | Lecture |
|  | H 32 | **CLASS** | 25 |   | 20 | 110 | Lecture |
|  | H 34 | **CLASS** | 35 |   | 23 | 110 | Lecture |
|  | H 43 | **CLASS** | 58 |   | 38 | 110 | Lecture |
|  |  |  |  |  |  |  |  |
| **(M) CHARLES F. MCELHINNEY HALL 588** |  |  |  |  |
| 16 | M 101 | **CLASS** | 19 |   | 13 | 110 | Seminar |
|  | M 102 | **CLASS** | 28 |   | 18 | 110 | Lecture |
|  | M 103 | **CLASS** | 32 |   | 21 | 110 | Lecture |
|  | M 104 | **CLASS** | 24 |   | 16 | 110 | Lecture |
|  | M 105 | **CLASS** | 31 |   | 20 | 110 | Lecture |
|  | M 106 | **CLASS** | 49 |   | 32 | 110 | Lecture |
|  | M 107 | **CLASS** | 32 |   | 21 | 110 | Lecture |
|  | M 108 | **CLASS** | 49 |   | 32 | 110 | Lecture |
|  | M 109 | **CLASS** | 23 |   | 15 | 110 | Seminar |
|  | M 111 | **CLASS** | 26 |   | 17 | 110 | Lecture |
|  | M 113 | **CLASS** | 40 |   | 26 | 110 | Lecture |
|  | M 115 | **CLASS** | 40 |   | 26 | 110 | Lecture |
|  | M 116 | **CLASS** | 42 |   | 27 | 110 | Lecture |
|  | M 117 | **CLASS** | 40 |   | 26 | 110 | Lecture |
|  | M 118 | **CLASS** | 46 |   | 30 | 110 | Lecture |
|  | M 119 | **CLASS** | 15 |  | 10 | 110 | Seminar |
|  | M 120 | **CLASS** | 24 |   | 16 | 110 | Lecture |
|  | M 122 | **CLASS** | 40 |   | 26 | 110 | Lecture |
|  |  |  |  |  |  |  |  |
| **(MH) LEROY AND LUCILE MELCHER HALL 528** |  |  |
| 18 | MH 110 | **BUS** | 66 |   | 43 | 110 | Lecture |
|  | MH 112 | **BUS** | 44 |   | 29 | 110 | Lecture |
|  | MH 113 | **BUS** | 40 |   | 26 | 110 | Lecture |
|  | MH 114 | **BUS** | 66 |   | 43 | 110 | Lecture |
|  | MH 116 | **BUS** | 66 |   | 43 | 110 | Lecture |
|  | MH 118 | **BUS** | 66 |   | 43 | 110 | Lecture |
|  | MH 120 | **BUS** | 30 |   | 20 | 110 | Lecture |
|  | MH 126 | **BUS** | 66 |   | 43 | 110 | Lecture |
|  | MH 127 | **BUS** | 46 |   | 30 | 110 | Lecture |
|  | MH 128 | **BUS** | 66 |   | 43 | 110 | Lecture |
|  | MH 129 | **BUS** | 44 |   | 29 | 110 | Lecture |
|  | MH 130 | **BUS** | 66 |   | 43 | 110 | Lecture |
|  | MH 138 | **BUS** | 44 |   | 29 | 110 | Lecture |
|  | MH 140 | **BUS** | 70 |   | 46 | 110 | Lecture |
|  | MH 150 | **BUS** | 282 |   | 183 | 110 | Auditorium |
|  | MH 160 | **BUS** | 362 |   | 235 | 110 | Auditorium |
|  | MH 170 | **BUS** | 284 |   | 185 | 110 | Auditorium |
|  | MH 180 | **BUS** | 282 |   | 183 | 110 | Auditorium |
|  |  |  |  |  |  |  |  |
| **(SEC) SCIENCE & ENGINEERING CLASSROOM BUILDING 529** |  |
| 12 | SEC 100 | **NSM**  | 546 |   | 355 | 110 | Auditorium |
|  | SEC 101 | **NSM** | 216 |   | 140 | 110 | Lecture |
|  | SEC 102 | **NSM** | 166 |   | 108 | 110 | Lecture |
|  | SEC 103 | **NSM** | 152 |   | 99 | 110 | Lecture |
|  | SEC 104 | **NSM** | 103 |   | 67 | 110 | Lecture |
|  | SEC 105 | **PHARM** | 85 |   | 55 | 110 | Lecture |
|  | SEC 201 | **NSM** | 60 |   | 39 | 110 | Lecture |
|  | SEC 202 | **NSM** | 60 |   | 39 | 110 | Lecture |
|  | SEC 203 | **NSM** | 60 |   | 39 | 110 | Lecture |
|  | SEC 204 | **ENGR** | 60 |   | 39 | 110 | Lecture |
|  | SEC 205 | **CLASS/ENGR** | 60 |   | 39 | 110 | Lecture |
|  | SEC 206 | **CLASS**  | 60 |   | 39 | 110 | Lecture |
|  |  |  |  |  |  |  |  |
| **(SR) SCIENCE AND RESEARCH 1 550** |  |  |  |  |
| 2 | SR 116 | **NSM** | 202 |   | 131 | 110 | Auditorium |
|  | SR 117 | **NSM** | 303 |   | 197 | 110 | Auditorium |
|  |  |  |  |  |  |  |  |
| **(SW) GRADUATE COLLEGE OF SOCIAL WORK 549** |  |  |
| 6 | SW 101 | **CLASS** | 276 |   | 179 | 110 | Auditorium |
|  | SW 102 | **NSM** | 276 |   | 179 | 110 | Auditorium |
|  | SW 219 | **SW** | 24 |   | 16 | 110 | Lecture |
|  | SW 221 | **SW** | 18 |   | 12 | 110 | Lecture |
|  | SW 229 | **SW** | 32 |   | 21 | 110 | Lecture |
|  | SW 423 | **SW** | 19 |   | 12 | 110 | Lecture |

**INFORMATION FOR RESERVING A GP ROOM**

* A new request reservation form has been developed. It is relatively the same, but a few fields have been added to track all pertinent information Astra 7.5 allows us to utilize. This form will be sent via the class schedulers listserv or you may contact Iqbal Haider to receive a blank form.
* A request for a reservation for a GP Classroom must be submitted on a prescribed form to the OUR Scheduling office via email ***at least 72 hours in Advance***. Requests are taken on a first come / first served basis.
* General Purpose Classrooms must be reserved by using the proper form. Please make sure you fill out form **completely** to expedite processing. Iqbal Haider will email anyone a WORD .doc file of the form if anyone needs it.
* Make sure you have listed at least **3 VIABLE** room preferences. Viable means you have checked the room in **Astra** to make sure there are ***NO*** classes meeting at the time of your request. Requests with ***no viable room references*** shall be returned to sender. Example: ***any room in \*\*\* building*** is not a viable room preference. We need a building and room number.

* Requests are made for the **current semester ONLY**. Requests are accepted for the SPRING/FALL semesters after the 12th class day (ORD). Requests for SUMMER sessions are accepted after the 4th class day (ORD). Requests are accepted after the 12th and 4th class days because the Colleges still have access in Astra to book rooms for regularly scheduled classes.

* There will always be **‘exceptions’** to the dates requests may be accepted. For example, there will be times the Testing Department will have an exam scheduled two days prior to the appropriate time to accept requests or perhaps a large event such as Cougar Preview will need to make arrangements early enough to allow students ample notice of where the event will be held. In such instances, the Provost Office may be contacted and if they deem necessary, an exception can be made. For a small exception please use your best judgment and be sure the reserving party is aware that the reservation is “**tentative**” based on class scheduling and that it may be necessary to move them to another room.
* Instructors will have priority for their assigned classrooms up until the LAST CLASS DAY. They also have priority for their Final Exam **provided said exam is per the exam grid** published according to University guidelines. GP Rooms will become available to reserve on reading days. **Should the need for a make-up day occur, all reservations made for the Reading Day will become null and void.**
* The University of Houston publishes a **Final Exam Schedule**; see the URL, (<http://www.uh.edu/academics/courses-enrollment/final-exam-schedules>) for each semester online**. Instructors are expected to follow the Final Exam Schedule and give their exams in their normal classrooms on the dates and times specified in the schedule according to the time the class meets.**

* Only those classes falling OUTSIDE of the University Time Bands, Distance Education courses, and **hybrid** courses should submit a request for a date / time for their final exam. This needs to be done as soon as possible (4th class day for SUMMER and 12th class day for SPRING /FALL). Final Exams have the highest priority. Therefore, scheduling for outside events during this time should be kept to a minimum in order to avoid double booking. When scheduling an event during the Final Exam Period, please consult the exam schedule to ensure NO Final Exams are being given at the same time and place as the requested event.
* Please take your **confirmation** with you. If someone is in the room and should not be there, you have the confirmation as proof you reserved the room.
* OUR **does** **not** arrange for equipment. Please contact **IT** at 3-1155 for equipment. Photos of GP rooms can be viewed at <http://www.uh.edu/infotech/php/buildings.php>
* OUR will send a notice to PPP or UHPD to have rooms opened on the weekend and holidays. However, we are not in the office on weekends or holidays. So, please keep the PPP number handy in case the room is NOT opened (713-743-5791). OUR also sends a bulletin to UHPD of all the weekend reservations. In the event you experience someone in the room (who should not be there) or the room is not opened and you cannot reach PPP, you should contact UHPD at (713-743-3333). If there is a case of another party being in the room you reserved please have your confirmation in hand and contact UHPD (they will also have a list of who is entitled to the room) to resolve any differences if need be.
* On Saturdays during the Fall and Spring semesters, a DE / Weekend U staff member will be available to assist with possible room issues and other problems between 8:00 a.m. – 1:00 p.m. The staff person will be located around the AH area around 8:30 a.m. – 9:00 a.m. to check on rooms and IT issues, and in CHC 101 for the remainder of the time. In order to reach this person on Saturday, please call 713-743-3327. For non-emergency Weekend U issues, please contact Scott Mason during normal business hours at smason@uh.edu or 713-743-5572.
* **NEW INFORMATION REGARDING ROOM RESERVATION REQUESTS**
	+ All reservations must now include the class detail information for which the room is reserved.
	+ Any event that is NOT associated with ONE particular class must be sponsored by a department.
	+ All requests are now subject for billable services from Physical Plant. Our office is now required to submit a copy of every request to PPP for review. They will then send you a notice to fill out a billable work request if necessary.

**COORDINATING BOARD RULES**

* THECB (Texas Higher Education Coordinating Board) rules over space usage efficiency can be found at the following URL: <http://www.thecb.state.tx.us/reports/PDF/1831.PDF?CFID=1925597&CFTOKEN=77518603>.
* In the past, the CB rules were based on room usage and did not take into account the capacity of the room versus the actual enrollment of the sections in that room.
* **Fall 2009** was the first semester these rules went into effect.
* While we are striving for at least a 65 to 70 percent seat fill ratio (or better) we do understand there are exceptions whereby a smaller section must be taught in a particular room and we will work on those on a case by case basis. We ask that you strive for an overall average of 65% or higher for your department. If we can achieve this, then the University average will be where it needs to be.
* When a large discrepancy is discovered, where a small section has been scheduled in a room with a large capacity, OUR will notify you that the section needs to be moved to a smaller room and assist with alternatives whenever possible.
* The actual enrollment of combined sections, cross listed sections and shared room sections will be added together to present an accurate representation of the room for seat fill purposes.
* Please remember: **sharing is caring**. All colleges/departments still have the same priority over the same rooms as usual. Even the GP rooms have departmental “priority” until the release date of the GP rooms. Then they become available for all colleges/departments to schedule. All of this is on the honor system - as it always has been.

Please remember that you will not be allowed to schedule your sections in a GP room that is not in your region **until the date the GP rooms are released (October 14th)**. The same holds true for all other rooms. IF you need a room and there are no options in YOUR region, and there are NO general purpose classrooms, then the rule is to ASK permission of the college/department of where you find an available room. **You will have to bring your resolution/deals made with other colleges to our attention to process as you will not be able to schedule a section in a room that is not in your region without gaining permission. Remember, they will not be able to touch/edit rooms for your subjects and you will not be able to place your subjects in their non-GP rooms. Our office will process those requests with appropriate permissions provided.**

* If you are unable to find a room assignment for your section please check the following:
	+ Are you in a prime time slot? If so, try to change the meeting days and/or time in order to schedule the section.
	+ Is your max enrollment set too high? Check the historical data for actual enrollment and if the section historically has a lower enrollment, reset the max enrollment in order to find a suitable room.
* **Manage your max enrollment quotas!** The first thing OUR will check is the historical data for actual enrollment of the section. If the actual enrollment historically is lower, we will recommend you lower the quota to a more realistic number and find another room.

Ad Astra

To obtain training and access to Ad Astra 7.5 or electronic copies of navigation/scheduling procedures, please contact Truman Glenn or Iqbal Haider.

While class detail data is created in myUH, room and building assignments are only created in Ad Astra. Review the event timeline and note the date of Export (into Ad Astra) and Optimization (best room/building match) events. Once room/bldg. assignments are made in Ad Astra, the data is imported back into myUH.

All sections that are set up in **myUH** by the Ad Astra optimization deadline may be scheduled in general purpose classrooms regardless of region.

In order to increase time band efficiency, Ad Astra has been configured so that all sections in university recognized time bands will be given priority during optimization, therefore they will schedule first.

All requests for time band exceptions must be submitted using the new request form, and be received by the deadline determined at the beginning of the scheduling cycle.

**SHARED ROOMS:  *ARC 150, MH 170, and CEMO 100D***

It is necessary for the some rooms to be “shared” in the Ad Astra.  This may cause the rooms to “appear” available when it really is not.  Always check before scheduling ANY section into these rooms by following the steps in the Astra:

* Group By:  Building/Room
* Jump to: Building desired
* Make your selection of the rooms using the bottom tabs
* Check the room to make sure the time slot you are seeking is truly available.  If it is, then you may schedule it.  IF you have any doubt, contact our office concerning either of these rooms and we will assist you.
* Any section double booked (not valid) will be removed from that room.

**What is the “Optimization” process in Ad Astra?**

The Room Optimizer process makes the room assignment process for course sections much faster, helps to find the most appropriate space using user-defined scheduling parameters (known as preferences), and provides an opportunity to experiment with scheduling scenarios that would be extremely difficult using manual scheduling. The Room Assignment Optimizer analyzes your section data and assigns rooms in a specific order so as to maximize assignments while still meeting as many constraints as possible.

**What are room scheduling “Preferences” in Ad Astra?**

Academic room scheduling preferences in Astra Schedule allow you to specify a preference for or require certain Room Types, Features, Regions, Buildings or even specific Rooms based on the subject, course, and meeting type (LEC/LAB) of the course section in question.

Each individual preference can have a weight applied from 1-10 and be required. Scheduling requirements, preferences and their respective weights impact room and time suitability and score for room optimization.

**The Course Scheduling Cycle**

**Pre-Phase:** Ad Astra Preference Housecleaning

* Preferences are submitted to OUR or updated via a survey found on SharePoint. Security access needs to be granted by OUR before you can begin.
* Specific training documents have been prepared to walk users through the preference creation process.
* Colleges maintain update ability to change rooms for term until the ORD date of term.

**Phase 1:** Course Preparation for Upcoming Term(s)

* Schedule copied from prior like term (Summer to Summer, Fall to Fall, or Spring to Spring) in PeopleSoft.
* Colleges notified to begin scheduling/adjusting courses in PeopleSoft. Concentrate on every detail of course sections except room location.
* ORD of current active term (not the upcoming term that is being scheduled at this phase) usually occurs during this time and is when all scheduler’s security changes to view only as only OUR can make room changes for classes after ORD.
* Colleges complete phase 1 scheduling for Optimization.

**Phase 2:** Optimization

* PeopleSoft course section information for the upcoming term(s) is loaded into Ad Astra.
* OUR manually assigns room for any courses with capacity of 150 or higher.
	+ These class sections are marked as do not optimize so the room assignments do not change.
	+ OUR reserves the right to decrease or increase the capacity cutoff of manual room assignments based on overall needs of the University.
* OUR runs optimization multiple times for each college individually.
	+ OUR will be in constant communication with colleges during this time for feedback in what preferences may need updating to get as many courses automatically scheduled correctly as possible.
	+ Optimization reports will be provided to colleges for review, as possible, to better assist communicating with OUR.
* OUR runs optimization multiple times for the entire University at the same time.
* One final optimization is published and imported into PeopleSoft.

**Phase 3:** Manual Changes Begin in Own Region Only – 2 Week Duration

* Scheduler’s security is changed again to allow them to make manual changes for course belonging to their college **only in their specific region.**
* Colleges continue to schedule courses in PeopleSoft and manual assign room in Ad Astra.

**Phase 4:** Manual Changes Continue in Own Region Only AND GP Classrooms are Released

* Scheduler’s security is changed again to allow them to make manual changes for course belonging to their college **only in their specific region and/or all of the designated GP (general purpose) classrooms across the entire University.**
* Colleges continue to schedule courses in PeopleSoft and manual assign room in Ad Astra until ORD of term.
* Scheduler’s must first acquire permission from other region to use another area’s non-GP classroom.

**Phase 5:** Registration Begins

* Changes to a scheduled course must be made following protocol if registration has already occurred in course.
* Changes in PeopleSoft may not be automatically changed in Ad Astra. You must confirm that the change automatically occurred in Ad Astra. If it did not, then you must drop the room assignment in Ad Astra prior to canceling the section in PeopleSoft.
* Colleges should complete all manual scheduling at least two weeks prior to term start (rare extenuating circumstances allowed).

**Phase 6:** ORD Occurs – End of Scheduling Cycle

* Ad Astra is locked down to view only for all schedulers until the next term schedule is published.
* Again, all room changes after ORD must be made by OUR.

If you have any question always feel free to call on the OUR Academic Scheduling Unit for assistance!

**Iqbal Haider** mihaider@central.uh.edu 832-842-5775

**Truman Glenn** wtglenn2@central.uh.edu 832-842-5774

***Please remember to include us both in any email correspondence.***

***Not doing so may delay any request you have or need for assistance.***