Academic Scheduling User Group Meeting

May 29, 2015
Today’s Agenda

❖ Welcome and Introductions
❖ New Registration Rotations – Debbie Arseneau
❖ Reserve Capacities
  ▪ First day of open enrollment
  ▪ Deactivation of “old” notes – watch during Planning Phase data entry
❖ Fully Online Classes
❖ New Learning Modes
❖ General Business Items
  ▪ Space Preferences vs. Need
  ▪ University Lecture Rooms
  ▪ Summer maintenance and upgrades
## New Registration Information

<table>
<thead>
<tr>
<th>FALL 2015 REGISTRATION APPOINTMENT CATEGORIES</th>
<th>1ST ROUND (16 UNITS) START DATES</th>
<th>2ND ROUND (22 UNITS) START DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Exception</td>
<td>May 8</td>
<td>August 17</td>
</tr>
<tr>
<td>Continuing Graduate Students</td>
<td>May 11</td>
<td>August 17</td>
</tr>
<tr>
<td>Fall 2015 Graduating Seniors **</td>
<td>May 12</td>
<td>August 17</td>
</tr>
<tr>
<td>Priority Choice Registration *</td>
<td>May 13 - 15</td>
<td>August 18</td>
</tr>
<tr>
<td>Academic Progress Level IV (75.1% - 100%)</td>
<td>May 18 - 19</td>
<td>August 19</td>
</tr>
<tr>
<td>Academic Progress Level III (45.1% - 75%)</td>
<td>May 20 - 21</td>
<td>August 20</td>
</tr>
<tr>
<td>Academic Progress Level II (20.1% - 45%)</td>
<td>May 22 - 26</td>
<td>August 21</td>
</tr>
<tr>
<td>Academic Progress Level I (0% - 20%)</td>
<td>May 27</td>
<td>August 21</td>
</tr>
<tr>
<td>PolyPlanner Non-Compliant</td>
<td>May 28</td>
<td>August 21</td>
</tr>
</tbody>
</table>

**Must have applied for graduation by April 3, 2015. [Apply here](#)**

1st Round Registration Appointments continue through June 26, 2015

CPReg closed for Continuing Students June 27 - August 16, 2015
New Registration Information

Students with Priority Choice Available see rotation schedule below

*Priority must be used during Priority Choice Registration, May 13 - 15. All unused priorities will be expired as of Fall 2016 registration.

<table>
<thead>
<tr>
<th>BEGIN 8AM</th>
<th>BEGIN 9AM</th>
<th>BEGIN 10AM</th>
<th>BEGIN 11AM</th>
<th>BEGIN 1PM</th>
<th>BEGIN 2PM</th>
<th>BEGIN 3PM</th>
<th>BEGIN 4PM</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRB-HAY</td>
<td>HAZ-HUN</td>
<td>HUO-KEK</td>
<td>KEL-LAN</td>
<td>EMA-FRH</td>
<td>FRI-GRA</td>
<td>BOM-CAL</td>
<td>CAM-COH</td>
<td>May 13</td>
</tr>
<tr>
<td>COI-DEI</td>
<td>DEJ-ELZ</td>
<td>AAA-BAL</td>
<td>BAM-BOL</td>
<td>SMI-SWD</td>
<td>SWE-VAL</td>
<td>VAM-WHI</td>
<td>WHJ-ZZZ</td>
<td>May 14</td>
</tr>
<tr>
<td>RID-SAV</td>
<td>SAW-SMH</td>
<td>MCF-MOR</td>
<td>MOS-OLZ</td>
<td>OMA-PIM</td>
<td>PIN-RIC</td>
<td>LAO-LUC</td>
<td>LUD-MCE</td>
<td>May 15</td>
</tr>
</tbody>
</table>

Open Enrollment for All Students (Continuing and New) August 22 - September 16, 2015
New Registration Information

- Academic Progress gauge on PolyProfile
- Difference between Expected Academic Progress % and Actual Academic Progress %
- Timing of when the process is run each term
- Deadline for paperwork that impacts Actual Academic Progress %
- What is and isn’t included in that %
Reserve Capacities

- Seats may be reserved for majors.
- Once the Open Enrollment period starts after the second round of registration appointments, seats are no longer reserved.
  - This is similar to past standard practice when seats became available on the third day of Open Enrollment, which gave students an opportunity to enroll in 22 units before reserve capacities were lifted.
- Lifting reserve capacities
  - Supports student enrollment and access to classes.
  - Lift on the same day to be consistent and have a streamlined practice.
Class Notes
(3rd Day of Open Enrollment)

- Old notes associated with “3rd day of Open Enrollment” are now inactive. Dept. clean up required during Planning Phase
- Dept. responsible for cleaning up free format notes associated with 3rd day of Open Enrollment
<table>
<thead>
<tr>
<th>Old Note</th>
<th>Replace with</th>
</tr>
</thead>
<tbody>
<tr>
<td>508 - Some seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the third day of open enrollment.</td>
<td>519 - Some seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the first day of open enrollment.</td>
</tr>
<tr>
<td>514 - Seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the third day of open enrollment.</td>
<td>520 - Seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the first day of open enrollment.</td>
</tr>
<tr>
<td>507 - Seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the third day of open enrollment.</td>
<td>520 - Seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the first day of open enrollment.</td>
</tr>
<tr>
<td>332 - LS majors only until open enrollment period begins.</td>
<td>521 - LS majors only until the first day of open enrollment.</td>
</tr>
<tr>
<td>362 - Majors only until 3rd day of open enrollment</td>
<td>520 - Seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the first day of open enrollment.</td>
</tr>
<tr>
<td>114 - First enrollment cycle limited to WVIT majors only. Enrollment will be open to all majors on 3rd day of open enrollment.</td>
<td>522 - WVIT majors only until the first day of open enrollment.</td>
</tr>
<tr>
<td>22 - College Based Fee (CBF) section. Seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the third day of open enrollment.</td>
<td>523 - College Based Fee (CBF) section. Seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the first day of open enrollment.</td>
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<tr>
<td>515 - College Based Fee (CBF) section. Some seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the third day of open enrollment.</td>
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Fully Online Classes

- New course attribute to identify fully online classes
- List from CSU campus made available to students throughout the CSU system.
- Registration for students outside of Cal Poly will take place after Cal Poly registration rotations.
- Include information for fully online, distance learning or hybrid courses in your special instructions when completing Planning Phase for a term.
- CSU website with the schedule of online classes: www.calstate.edu/concurrent
New Learning Modes

- Effective Summer 2015, change to how learning modes are reported for the Chancellor’s Office.
  - Expanded from Asynchronous, Synchronous and Face-to-Face to solicit more information on course delivery.
## New Learning Modes

<table>
<thead>
<tr>
<th>Fully online (no face-to-face meetings)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
</tr>
<tr>
<td>02</td>
</tr>
<tr>
<td>10</td>
</tr>
</tbody>
</table>

* Will have a TBA meeting pattern only
## New Learning Modes

### Online classes that meet face-to-face for orientation, mid-term, final exam

<table>
<thead>
<tr>
<th>03</th>
<th>Asynchronous (orientation, mid-term, final campus meetings allowed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>Synchronous (orientation, mid-term, final campus meetings allowed)</td>
</tr>
<tr>
<td>11</td>
<td>Asynchronous (orientation, mid-term, final campus meetings allowed) with Synchronous (orientation, mid-term, final campus meetings allowed) – Distance Education</td>
</tr>
</tbody>
</table>

*Meeting pattern will be a combination of days/times and TBA*
# New Learning Modes

<table>
<thead>
<tr>
<th>Hybrid classes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>05</strong></td>
</tr>
<tr>
<td><strong>06</strong></td>
</tr>
</tbody>
</table>

*Meeting pattern will be a combination of days/times and TBA*
Learning Mode Value Entry
(Maintain Schedule of Classes > Meetings Tab)

- Prior location for learning mode entry
  (Select hyperlink for: Meeting APDB Mapping Values)

- New location for learning mode entry
  (Select hyperlink for: APDB Class Section Values)
General Business Items

- **Room Preference vs. Medical Need**
  - Submit during the Planning Phase
  - Include general information about the medical need (Example: allergies; mobility issue; etc.)

- **University Lecture Rooms**
  - To support student enrollment, University Scheduling will swap lecture spaces when needed to accommodate greater enrollment in classes.
  - Will look at requested room capacity, *not* enrollment capacity when making initial swaps.
  - Will use course demand and historical data when evaluating classes/room assignments.
  - Will not move classes that may have been pre-assigned for reasons such as medical need or classes that are back to back.
  - Swaps will occur following the start of the open enrollment period after unit values have increased and majors only reserve capacities have lifted.
  - Department schedulers will be notified by email when a room swap has occurred.
General Business Items

❖ Summer Maintenance and Upgrades
  ▪ 33-286 (146 to 150)
  ▪ 33-289 (30 to 24)
  ▪ 26-123 (40 to 36)
  ▪ Technology Upgrades
  ▪ New seats in Rotunda (03-213)
  ▪ Facility Services Summer Projects
    • Re-roof of Building 22, 05, and 34
General Business Items

- Winter 2162 Open Lab:
  Thursday, June 18 from 1:30-3:30pm
  Bldg. 35, Room 111B
  Watch for RSVP
Q & A

Open discussion

- Any questions for other schedulers?
- ...for the University Scheduling Team?
- ...for the other presenters?
Contacts & Resources

University Scheduling

University Scheduling office hours are Monday through Friday, 8am-12pm and 1pm-5pm. We are located in the Administration Building (01), Room 215. Fax us at 805-756-6594

Susan Olivas, Associate Registrar of Curriculum, Catalog & Scheduling
Michele Reynolds, University Scheduling Lead
Mikele Hushing-Kline, Academic Scheduling (Winter 2016)
Bianca Uway, Academic Scheduling (Fall 2015)
Vicky Myers, Academic Scheduling (Spring 2015, Summer 2015)
Cesar Galvez, Master Calendar

Class Scheduling • 805-756-2461 • classschedule@calpoly.edu
Event Scheduling • 805-756-5550 • events@calpoly.edu

http://registrar.calpoly.edu/universityscheduling/index
Contacts & Resources

**Block Registration**
Debbie Arseneau • Carolyn Polvi • blockreg@calpoly.edu

**PolyData Dashboards (Enrollment Management)**
Debbie Arseneau • Carolyn Polvi • polydata-sa-support-request@calpoly.edu

**PolyPlanner**
Debbie Arseneau • Erica Fryer • polyplanner@calpoly.edu