Best Scheduling Practices

Department Build Phase

• The Registrar typically allots five weeks for the build phase, but the minimum number of guaranteed weeks is four. Plan to have the schedule completed in four weeks, and then use any remaining time to double- and triple-check your schedule.

• When entering data in eSOC, figure out a system that works effectively for you. Some schedulers prefer to enter data course by course, and others prefer to enter data by type (all max caps, all prerequisites, etc.). Some prefer to work every detail out on paper first, and others prefer to work completely electronically. Set aside time that will allow you to approach each course thoughtfully. Figure out what works for you, and give yourself the time to do it.

• Maximize usage of your priority General Assignment Classrooms (GACs) first before requesting other classroom spaces (http://reg.uci.edu/addl/classroompriority.html). This will ensure that your instructors have the best chance of securing a first-choice room. It is important to note that the Registrar will periodically look at GAC utilization and will remove department priority in classrooms if they are not being used effectively.

• Schedule courses in your priority GACs as much as possible rather than conference rooms or other GACs; if departments can demonstrate that classrooms are used to their full extent, we are in a better position to request that UCI builds more classroom space.

• Follow the on-module schedule (http://reg.uci.edu/addl/campus/on-module.html) as closely as possible. Not only will this help maximize classroom usage, but it will give students the best ability to plan their schedules.

• R25 will not be updated during the build phase. Use the Shared Meetings Tool (http://reg.uci.edu/perl/DeptSharedMeetings) regularly to double-check your room entries and your cross-listings.

• Activate your prerequisite CAPs and B/X codes during the build phase; don’t wait until the proofing round. This will make it easier to review your schedule as a whole, and will be one fewer thing to remember later.

• Enter 19-character titles for “topics vary” courses as soon as possible. Always refer to the Enrollment History tool (https://www.reg.uci.edu/perl/EnrollHist.pl) to ensure that the title you enter corresponds (or doesn’t!) to previously offered courses, as appropriate. If a course is offered once with one title and again under another title, it will create confusion for students and can lead to serious course duplication issues.

• Send any corrections to your schedule comments to Priscilla Nguyen, and always copy Humanities Undergraduate Study. Try not to wait until the deadline; the sooner they are in, the better.

• Refer regularly to WebSOC Extended (https://www.reg.uci.edu/perl/WebSocExt) to double-check your work.
Proofing Round

- Refer to the proofing guidelines that Priscilla Nguyen sends at the beginning of the proofing round.
- Work course-by-course (or category) and double-and triple-check everything.
- You will have the ability to edit department-owned rooms only.
- R25 will be populated at this time. Use it to find GACs for any homeless courses or to look for space for courses that need to move. If you find a day/time/room that will work for your schedule, enter the day and time in eSOC and “@” in the building and room columns. Email Priscilla Nguyen to request the GAC – always include the full course information (course code, department, number, day, time, room, etc.) to minimize confusion.
- Have your proofing done at least one week before the Registrar’s deadline and notify Humanities Undergraduate Study when it is complete. This will give that office time to review your schedule and time for you to make any necessary corrections they request or recommend.
- Once your schedule is set, and before the Proofing Round deadline, print off a copy of your schedule from WebSOC Extended (https://www.reg.uci.edu/perl/WebSocExt). Make any minor comment changes on this copy.
- Indicate linkages in brackets on this copy. There are three different types of linkage:
  o a.) Co-Link – ensures that a student enrolls in both a lecture and a discussion (if the discussion is not optional). A co-link also gives students options if one course of a section is full. This is the most commonly used type of linkage.
  o b.) Sub-link – for courses that have more than one section (e.g., language courses where multiple sections are offered for a given level of study). This ensures that a student cannot enroll in more than one section of the same course. A sub-link can also be used to link a lecture and discussion together when the discussion is optional.
  o c.) Multi-link – for courses that have multiple seminars and multiple labs so students can choose one seminar and one lab and get credit. This feature cannot handle the waitlist function.
- Sign and date your proofing schedule – with linkage and minor comment changes – and make a copy or scan for your records. Turn it in at the Registrar by the deadline.
- Email Priscilla Nguyen with any updates to prerequisites. Any changes must be approved in CIM first. Only email with updates for courses in the active quarter. That is, if there is a course with newly updated prerequisites, wait until the course is offered before emailing prerequisite updates.

Cross-listings

- Contact potential cross-listed departments as soon as possible. Do not wait until the build phase to send proposals to other departments, as they will likely have their schedules set.
- Always contact Humanities Undergraduate Study if you have any questions about cross-listings. It’s better to check early than have your cross-listing removed by the Registrar later. Confirm all SOC-only cross-lists with Humanities Undergraduate Study as soon as they are confirmed by all departments.
• Topics vary courses CANNOT cross list with permanent topic courses.
• For SOC-only cross-lists (topics vary), request a syllabus (or a course description, at the very least) from the instructor, and make sure to include that in your email request. All SOC-only cross-listings must be approved by department Chairs/Undergraduate Directors; schedulers cannot approve or deny these cross-listings. Courses with mismatched prerequisites must activate authorization codes so that enrollment is consistent for all students.
• If your department plans to offer a course that is permanently cross-listed in the General Catalogue, contact the cross-listed department(s) as soon as possible. These courses must always be offered with all cross-listed sections.
• The home department is the one who should update eSOC for all departments. Changes made to one section will not automatically be reflected in cross-listed sections. The home department should also activate EEE evaluations for all sections so that the evaluation is consistent for all students.

Course cancellation
• Student study lists will be updated when courses are cancelled. However, it is best to email all affected students (BCC or mail merge to protect privacy) as soon as possible so that they have as much time to find other courses as possible.
• When cancelling a course, always remember to delete the detailed course description from your department website.
• Contact Casey Wong as soon as possible if you might need to or will be cancelling a course taught by a Unit-18 instructor.
• If you are cancelling sections of a course but not the entire course, make sure to notify Priscilla Nguyen to update linkage. This will otherwise cause issues with student enrollment.

Common errors seen by the Registrar
Titles
• Fixed courses: do not match CIM if title change is approved. Make sure to email Dean Ngo with any approved course updates (title, section type, etc.) so that he can make the correction. Always use the most currently approved title in CIM.
• Variable topics courses: not consistent with previous term offerings. The course enrollment history link can be checked to keep with consistency. Proposals can also be submitted to add titles to CIM if that’s easier for departments to check.
• Short titles (on Topics Vary): some abbreviations can’t be made out or no spaces in title, so it’s difficult to decipher what the course is. Keep SOC titles legible. Instructors can use extended titles in their course syllabi or in detailed course descriptions.

Comments
• Sending in multiple comment revisions per cycle – departments should send in their revisions/updates by the deadline and include them all in a single request.
Cross-listing
• Not all required components (e.g. missing department(s)) are listed or updates (e.g. instructor information, meeting location, max caps, course deletion/cancellation etc.) made to only once side of cross-list. Remember that updates to one section will not automatically change all cross-listed sections.

Linkage
• Missed deadline completely or late submission asking for exception.
• New sections added to courses with linkage already set up and does not contact Registrar to redo linkage to include those new sections – results in enrollment issues for students.

Waitlist
• Deactivation of waitlist while there are students on the waitlist. The process is to email students advising them that the waitlist will no longer be active and they need to drop from the waitlist. Once it clears, deactivation is allowed.

Room Requests
• Incorrect term and/or course code(s) on GAC requests. Ensure your request is accurate and includes all required information to minimize confusion and unnecessary revisions.
• Scheduling off-module. Do not block on-module time slots when possible, especially on Tuesday/Thursday. Keep off-module requests to a minimum and if absolutely needed, out of prime hours – evening times would be more ideal.

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