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.
- 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.
  - For SOC-only cross-lists, 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.
  - If your department plans to offer a course that is 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.
- Always contact Erica Green if you have any questions about cross-listings. It's better to check early than have your cross-listing cancelled by the Registrar later.
- 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 Erica Green. 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 Erica Green when it is complete. This will give the Humanities Undergraduate 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:
  - 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.
  - 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.
  - 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.

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