Schedule Development & Maintenance Processes

Overview

There are two major phases in the creation and maintenance of the schedule of classes:

- *Schedule Development*, which prepares the print and initial online versions of the schedule of classes
- *Schedule Maintenance*, where adjustments are made to the schedule of classes

Each of these major phases has different parts and different expectations.

Schedule Development

Preparing for the publication of the schedule of classes takes the coordinated effort of department chairs, administration, and Office of Instruction staff. The development of each schedule contains three main phases:

- First Draft
- Second Draft
- Galley Proof

First Draft

Office of Instruction staff prepare for the first draft phase by creating a clone of the previous year’s schedule, called a *rollover*, in Banner. The purpose of the rollover schedule is to save time with data entry – rather than starting each semester from scratch, the only data entry needed is the required changes from one year to the next.

Once the rollover is created, Office of Instruction staff perform some initial cleanup of the schedule. Typical cleanup tasks include:

- Removing grant-funded classes
- Re-inserting classes that did not roll due to changes in the class (e.g., changes in course number)

The schedule is then delivered to the departments through Scheduler’s Aide. Departments work on the first draft, submitting back to the Office of Instruction the *comparison report* that shows the differences between the *first draft rollover* and the *first draft working copy*.

Office of Instruction staff review this comparison report and make changes in Banner. Once data entry is complete, the second draft is generated.

Second Draft

The second draft is delivered to the departments through Scheduler’s Aide. AS with the first draft, departments work on the second draft, submitting back to the Office of Instruction the *comparison report* that shows the differences between the *second draft rollover* and the *second draft working copy*. Office of Instruction staff review this
comparison report and make changes in Banner. Once data entry is complete, the galley proof is generated.

**Galley Proof**
The Galley Proof period is a period of final quality assurance before sending the final schedule of classes to be printed. All major changes to the schedule of classes should have already been submitted either during the first or second draft phases. With Galley Proof, we look for data entry issues and perform additional quality assurance checks.

During Galley Proof, final draft versions of the printed and online schedules are generated, and departments should review these final drafts, submitting any needed corrections with a Galley Proof Comment Sheet. In addition to looking at the drafts, departments should also review the following documents, as applicable:

- Simultaneously scheduled classes
- Linked lecture-lab classes
- Course repetition families

Office of Instruction staff work to resolve these issues, and perform additional checks, including verification of the following:

- Classes are scheduled in accordance with the applicable course outline of record
- Classes are scheduled in accordance with the contact hours calculation chart
- Appropriate accounting methods are selected

Once Galley Proof issues are resolved, a final version of the schedule of classes is sent to the printer, and the online schedule goes live.

**Timelines**
At the beginning of each academic year, the Office of Instruction publishes a schedule development timeline for each of the schedules that will be created that academic year. These timelines are based on the beginning of student registration, and are designed such that the printed version of the time schedule is available and distributed prior to the beginning of registration.

**Tools for Departments**
Departments use **Scheduler’s Aide** to work on their first and second drafts and generate the appropriate comparison reports. Documentation for Scheduler’s Aide is available on the Scheduling Office web site. One-on-one training and support is available from Office of Instruction staff.

During the schedule development process, a **test version** of the online schedule is available so that departments can get an early preview, before Galley Proof, of how their changes will appear. A link to this test version is available on the Scheduling Office web site.
Schedule Maintenance

Once the schedule of classes has been published, additional changes are sometimes necessary:

- Class sections are added or removed based on student demand
- Instructors for existing classes are changed and unstaffed classes are staffed
- Previously uncaught errors are found and corrected

These changes are made through the submission of Schedule Change Forms to the Office of Instruction:

- The addition, cancellation, and substitution of classes are made through the **Add/Cancel/Substitute** form
- Changes to instructor assignments are made through the **Instructor** change form.
- Changes to days, times, dates, and other details are made through the **Minor Change** form

The **Add/Cancel/Substitute** and **Minor** change forms are available on the Scheduling Office web site.

The **Instructor** change form is available on the Faculty Assignment/Workload Office web site.

Directions for all forms are also posted online. Please be sure to fill out forms completely and correctly, including obtaining all required signatures.