

**WELLESLEY COLLEGE REGISTRAR'S OFFICE
SCHEDULING OF CLASSROOM SPACE DURING ACADEMIC SEMESTER**

For extra classroom meetings requests:

REGISTRAR FORM: Use this form <http://www.wellesley.edu/Registrar/Forms/currformrevised.html> if you require film showings, lectures, review sessions, tutoring sessions, class presentations, exams, honors oral, or make-up classes. Curricular events are those that are associated with one credit-bearing course and have a CRN (Course Reference Number). Attendance is restricted to those registered in that course. Any CHANGES in reservation, please use the following form: <http://www.wellesley.edu/Registrar/Forms/chgscurrform.html>

SPECIAL EVENTS FORM: Use this form <http://www.wellesley.edu/Events/index.html> if your event is open to the College community, general public, or is a departmental event that is non-curricular.

Framework involved in semester classroom scheduling:

- Academic departments and faculty determine times and dates for their courses.
- Faculty indicates preference of classrooms.

SPRING SEMESTER	FALL SEMESTER	PROCESS
<p>Early November</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Gather classroom preferences from faculty.</p> </div>	<p>Mid April</p>	<p>Registration formally begins for a 4-day time period by class. During registration, the on-line classroom preference form is posted on the faculty/staff email conference for faculty to request classroom preferences and technology needs. This form is available during registration and beyond for a 2 week period so that faculty can use enrollment data as a consideration in selecting their room preferences.</p>
<p>Mid-Dec. through Mid-Jan.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Assignment of classrooms, taking into account submitted preferences.</p> </div>	<p>May through June</p>	<p>On-line preference data is collected using the forms and departmental templates submitted for departmental spaces (department templates are submitted for labs and departmental space). Information is downloaded to a Microsoft scheduling database and the scheduling process begins.</p> <p>On average, 200 conflicts exist from the preferences submitted. During this 3-4 week period, conflicts are resolved manually. Data is entered into Banner.</p>
<p>Mid-January</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Download data into R25 from Banner</p> </div>	<p>Late June</p>	<p>Courses are downloaded into the campus R25 scheduling system. This process generally takes 2-3 days to complete and resolve issues. All scheduling offices on campus (Special Events, Student Activities and External Conferences) are restricted from using classroom space until the download is complete.</p>
<p>End of January</p>	<p>Early July</p>	<p>The classroom schedule is announced to faculty on the faculty/staff email conference and emails are sent to all departments and administrative assistants to post.</p>
<p>February - add/drop</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Respond to requests for classroom changes</p> </div>	<p>September-add/drop</p>	<p>Add/drop is the first two weeks of the semester. During add/drop, the Registrar's Office responds and resolves approximately 50 classroom changes due to changes in enrollments. All scheduling offices on campus (Special Events, Student Activities and External Conferences) are restricted from using classroom space until add/drop is over.</p>