

SCHEDULE 25 FREQUENTLY ASKED QUESTIONS

WHAT IS SCHEDULE 25?

Schedule 25 (S25) is a powerful space scheduling system that generates classroom schedules with maximum speed and efficiency. It is fundamentally a bulk scheduler whose input data is prepared prior to execution.

WHAT ARE THE BENEFITS OF SCHEDULE 25?

- *Ensure the best possible use of space*
- *Increase space utilization numbers*
- *Assist in determining if additional space is needed and if so, what type of space*
- *Prevent scheduling conflicts and bottlenecks*
- *Save time and resources*
- *Increase efficiency*

HOW DOES SCHEDULE 25 DETERMINE COURSE PLACEMENT?

Schedule 25 gives optimal scheduling preference based on enrollment, room size, location features, and building preference by subject code. The ultimate purpose is to place classes in the absolute best way possible based on pre-determined requirements, while maximizing utilization of space.

WHAT HAPPENS WHEN A COURSE IS REQUIRED TO BE TAUGHT IN A SPECIFIC CLASSROOM OR LAB?

Courses required to be taught in specific classrooms will be pre-assigned prior to the bulk scheduling process. Please note that these courses will be reviewed and must be approved by the respective Academic Affairs contact. For example the Beginning Piano course must be taught in the piano lab, so it would be pre-assigned to that space. However, a professor requesting a general classroom space based on preference (not requirements) may not be pre-assigned.

WHAT HAPPENS WHEN SPECIFIC CLASSROOM OR LABS CAN ONLY HOLD SPECIFIC COURSES?

Classrooms/ Labs that can only host specific courses are pre-determined and are not included as available spaces during the bulk scheduling process. Any courses assigned to these specific classrooms/labs will all be pre-assigned. For example the ICU Suite can only host specific nursing courses so all courses scheduled for that space will be pre-assigned.

WHAT IF A PROFESSOR HAS A PREFERRED GENERAL PURPOSE CLASSROOM/LAB?

The intention of the bulk scheduling is to maximize space utilization. However, after scheduling has completed you may place a request to the Central Scheduling office to check availability of specific spaces or buildings. The central scheduling office will try accommodating these requests to the best of their ability.

WHAT HAPPENS WHEN A PROFESSOR OR STUDENT HAS A DISABILITY AND THE SPACE ORIGINALLY ASSIGNED DOES NOT MEET THEIR NEEDS?

Classroom assignments may be changed when a location is determined inadequate for a student or instructor with a disability. The Central Scheduling Office will make every effort to work with the instructor and department chair to relocate the section to an appropriate and accessible space.

HOW DO YOU MAKE SURE THAT PROFESSORS TEACHING BACK-TO-BACK COURSES REMAIN IN THE SAME CLASSROOM OR NEAR-BY CLASSROOM?

When there is only a 10 minute passing period between back-to-back classes, Schedule 25 takes this into consideration and attempts to place professors in the same room or building. However, keep in mind that room assignments are based on optimization of space so it will most likely not place a course with only 10 individuals in the same room that a course with 50 is taught in.

WHAT HAPPENS TO ANY COURSES THAT CANNOT BE PLACED IN A CLASSROOM?

Any courses that are deemed 'impossible to be placed' will be sent to the academic contact on the S25 implementation team. This contact will then review the information and forward course information on to the respective department scheduler. The scheduler will need to look at items such as: requested attributes, meeting pattern, and expected head counts. Once the 'impossible to place' courses have been reviewed the S25 System Administrator and Functional Administrator will Re-Run the optimization tool. This process will continue until all courses have been placed in classrooms.