Academic Planning & Resources
Class Scheduling Training: Breakdown

Date: Wednesday, November 21st
Time: 10:00a.m. - 12:00p.m.
Location: Building 163 room 2005

Agenda Items

- Introducing Academic Planning and Resources Department   Sep Eskandari

- Principles and Procedures for Scheduling Large Lecture Classes
  (Enrollment Capacity ≥72)   Myrna Ochoa & Lam Le

- Faculty Workload and Student Success for Large Classes Documents   Sep Eskandari

- Scheduling Building Timelines   Inez Moran

- Requisites Not Met Documents   Inez Moran

- Offsite and Outdoor Locations   Kathy Hine & Inez Moran

- Room Search Updates   Kathy Hine

- Introduction to Series 25   Sep Eskandari and Kathy Hine

- Rollover & Philosophy of Tentative Classes   Sep Eskandari

- Questions   All

Principles and Procedures for Scheduling in Large Lecture Spaces (Enrollment Capacity ≥ 72)

California State Polytechnic University, Pomona
For implementation in the semester environment (Fall 2018 and later)

The purpose of the following set of procedures is to optimize the use of large classrooms at Cal Poly Pomona. The procedures outlined below are only for scheduling large lecture classes (enrollment capacity ≥ 72) in large lecture spaces. Large lecture spaces are defined as instructional spaces with a seating capacity of 72 or higher. Listed below are the current spaces that are considered large lecture spaces.

Building	Room	Capacity	Scheduling Priority
162	1001	200	Business Administration
162	1002	120	Business Administration
15	1807	116	Science
66	202	115	Letters, Arts and Social Sciences
3	2137	111	Science
3	2870	111	Shared (Science; Environmental Design)
24C	1228	90	Shared (Science; Letters, Arts and Social Sciences)
163	1005	82	Business Administration
163	1015	82	Business Administration
163	1029	82	Business Administration
163	2005	82	Business Administration
163	2015	82	Business Administration
79A	1263	80	Hospitality Management
1	109	78	Shared (Agriculture; Environmental Design)
6	113	78	Science
9	247	73	Letters, Arts and Social Sciences
1	309	72	Letters, Arts and Social Sciences

As the campus builds additional large lecture spaces, those instructional spaces will be added to this list. Please note that special-purpose, high-capacity spaces (e.g., University Theatre) are not covered by the procedures outlined in this document.

Procedures for scheduling classes in large lecture spaces

1. Early in the schedule building timeline for any term, departments and colleges should schedule large lecture classes in PeopleSoft as they schedule all their classes. The meeting days and times must be included, however, large lecture classes are not to be placed in any room. Therefore, the Facility ID field should be left blank in PeopleSoft. However, the meeting days, meeting times, and meeting start/end dates should be entered. Please refer to the screen shot below of the "Meetings" tab in PeopleSoft class scheduling module.

Screen shot of the "Meetings" tab in PeopleSoft class scheduling module. For lecture classes with enrollment capacity of 72 or higher, the "Facility ID" field in PeopleSoft must be left empty. However, the meeting days, meeting times, and meeting start/end dates must be entered. The Office of Academic Planning and Resources will place these classes in appropriate rooms prior to the start of the Intra-College Scheduling period.

2. Only approved time modules are allowed in large classrooms. Off-module courses cannot be scheduled in large classrooms.

3. Active sections will have the highest priority, and tentative sections will have the lowest priority for placement in large lecture rooms.

4. For any lecture section, an enrollment capacity equal or greater than 72 signals the need to be in a large classroom. The Office of Academic Planning and Resources will place these classes in appropriate rooms prior to the start of the Intra-College Scheduling period.

5. The Office of Academic Planning and Resources will collect additional information from departments/colleges regarding special pedagogy needs of the scheduled large lecture classes in order to ensure that these classes are placed in appropriate instructional spaces.

6. The Office of Academic Planning and Resources will allocate instructional spaces based on scheduled classroom fill rate, projected enrollment/FTES, and historical trends for course fill rate.

7. After the metrics noted above are taken into account, priority for any given instructional space is given to departments/colleges that have scheduling priority in the space under consideration (see table of large lecture rooms above). Moreover, as much as possible, classes will be placed in large lecture rooms that are near (i.e., physical distance) the department/college.

8. If no classroom is available during the scheduled day/time, the Office of Academic Planning and Resources will work with the department/college to find an alternative suitable day/time.

9. Every effort will be made to complete the placement of large lecture classes prior to the start of the Intra-College Scheduling period. Please see the schedule building timeline.

10. Once Intra-College Scheduling is complete, any additional requests for Large Lecture Spaces should be submitted via an email request to The Office of Academic Planning and Resources.

11. Later in the schedule building timeline, rooms may be swapped as appropriate to accommodate classes with large waitlists (when the department wishes to increase enrollment capacity).

12. Throughout the scheduling building timeline, the Office of Academic Planning and Resources will work with departments/colleges to find alternative locations for tentative

sections of classes, classes with zero enrollment, and off-module sections that have been placed in large lecture spaces.

13. Two weeks prior to the start of term, departments/colleges will have access to schedule in any large lecture space that is still available.

14. For classes with an enrollment capacity lower than 72 (lecture, seminar, laboratory, activity, etc.), or for instructional spaces not listed in the table above, departments/colleges should follow existing practices.

Faculty Workload and Student Success Program for Large Classes

Pilot Program for Academic Year 2018-2019

California State Polytechnic University, Pomona

The purpose of the program outlined below is to address faculty workload implications related to teaching large classes. The program is also designed to allow faculty flexibility in choosing appropriate pedagogical approaches for large classes. Based on the enrollment levels noted below, faculty will receive additional weighted teaching units (WTU) as well as support for graders, peer-mentors, and/or supplemental instruction. Therefore, this program is intended to advance both our student success as well as faculty success goals.

Section Enrollment (Census Date)	Grader, Peer Mentor, or Supplemental Instruction (Hours per Week)	Additional WTUs
71 – 80	4	1
81 – 100	4	2
101 – 120	6	3
121 – 150	8	3
≥ 151	10	3

Program Benefits
- Meet student demand for bottleneck courses.
- Recognize workload implications for faculty who teach large sections by providing additional WTUs.
- Maintain quality of education delivered in large sections by providing graders, peer mentors, and/or supplemental instruction.
- Optimize the use of instructional spaces and especially the large classrooms.
- Mitigate the need to renovate and/or construct new instructional facilities.

Principles
- "Large class" is defined as a class section with equal to or greater than 71 enrolled students on census date.
- Department chair and faculty, and in consultation with the college dean, determine the suitability of a course to be taught as a large section.

- Departments are expected to ensure high quality of instruction for large classes. Departments are expected to perform ongoing assessment to ensure that the desired student learning outcomes are met in large classes.
- No instructor will be required to teach large sections.
- If an instructor elects to teach a large section, the above benefits will be provided.
- The benefits noted above are available to all instructional faculty (tenure-track and temporary faculty).
- Additional WTUs refer to semester WTUs and will be offered based on the enrollment levels noted above. The additional WTUs noted do not depend on the class unit load, component, or mode of instruction.
- Grader hours, peer mentor hours, and/or supplemental instruction are offered throughout the semester (15 weeks). Therefore, the hours noted above per week should be multiplied by 15 to obtain the total number hours available for this purpose.
- Funds will be transferred to colleges soon after census date for a given semester.
- A semester WTU is equivalent to the replacement rate of $2,037. Grader hours will be funded at $15 per hour. These rates may change in the future as appropriate.
- The above-mentioned guidelines set the baseline for the entire campus. However, colleges may add to the benefits detailed above based on student enrollment demand, resource availability, and college priorities.

Constraints
- An instructor may be granted a maximum of 3 WTUs per semester.
- For face-to-face classes, or other classes that require meeting in a classroom, the scheduled enrollment capacity or total section enrollment cannot exceed the room capacity.
- Courses must be certified as eligible by department chair and college dean.
- The assignment of additional WTUs and graders is always contingent upon funding availability.
- Availability of the above benefits will be announced as the budget is rolled out to the Division of Academic Affairs each year.

Schedule Building Timelines

Tentative Summer 2019 Semester

01/02/2019	<u>Schedule Building Begins</u> for Colleges/Departments
01/02/2019	Schedule Building Period for **Colleges/Departments to create their Large Lecture Class Sections with the enrollment capacity of ≥72.** *NOTE: Please include the Meeting Days, Meeting Time and the Start/End dates in applicable fields of the Meeting Pattern row. However, <u>omit the Facility ID in the Meeting Patterns tab</u>, as Academic Planning will update the field.
01/14/2019	Schedule Building is **Available on Bronco Direct**
01/14/2019	<u>Academic Planning to allocate instructional space for Large Lecture Class Sections created in the Schedule of Classes</u>, which are identified with the enrollment capacity of ≥ 72 *(based on schedule classroom fill rate, projected enrollments/FTES, and historical trends for course fill rate)* <u>and are identified with the Consent of ACTIVE.</u> *NOTE: Class sections identified with the Consent of either <u>Tentative or Stop Further Enrollment will not be assigned into a Large Lecture instructional space.</u>
01/15/2019	<u>Intra-College Scheduling Begins</u> Department Schedulers request lecture spaces from their College Scheduling Coordinator for spaces that they were unable to schedule within their allotted spaces; College Scheduling Coordinator to assist with space issues/conflicts. *OPTIONAL - Date varies by College.*
01/29/2019	**Inter-College Scheduling Begins** College/Department Scheduling Coordinators may request lecture spaces from other College Scheduling Coordinators for spaces that the college/department was unable to schedule within their allotted spaces.
02/05/2019	Schedule **Frozen for analysis** The Schedule of Classes reverts back to Academic Planning (schedule is frozen @12:00AM).
02/13/2019	Schedule **Available to Colleges/Departments** Forward requests for linking of co-requisite class sections to Lam Le, with a copy to Inez Moran (schedule is unfrozen @12:00AM).
02/25/2019 - 04/24/2019	**Registration Advising** Period
03/04/2019 - 03/05/2019	**Priority Registration** Period
03/06/2019 - 04/24/2019	**General Registration** Period
----	**New Student Orientation** Period (Tentative)
OU= 05/15/2019 OU1= 05/15/2019 OU2= 06/20/2019	Scheduling of **Large Lecture Spaces** reverts back to the Colleges/Departments
OU= 05/06-06/05 OU1= 05/06-06/05 OU2= 05/06-07/11	**Add/Drop** Period
OU= 05/29/2019 OU1= 05/29/2019 OU2= 07/03/2019	**First Day of Classes** Additional information on back ⟶

OU= 06/24/2019 OU1= 06/10/2019 OU2= 07/16/2019	<u>Census</u> *NOTE: Campus is frozen from making updates to the Schedule of Classes. Please contact Academic Planning and Resources for assistance.
OU= 08/01/2019 OU1= 06/27/2019 OU2= 08/01/2019	<u>Last Day of Classes</u>
OU= 08/05-08/08/19 OU1= 07/01-07/02/19 OU2= 08/05-08/06/19	<u>Finals</u>

Schedule Building Timelines

01/02/2019	<u>Schedule Building Begins</u> for Colleges/Departments
01/02/2019	Schedule Building Period for <u>Colleges/Departments to create their Large Lecture Class Sections with the enrollment capacity of ≥72.</u> *NOTE: Please include the Meeting Days, Meeting Time and the Start/End dates in applicable fields of the Meeting Pattern row. However, omit the Facility ID in the Meeting Patterns tab, as Academic Planning will update the field.
01/15/2019	Schedule Building is <u>Available on Bronco Direct</u>
01/15/2019	<u>Academic Planning to allocate instructional space for Large Lecture Class Sections created in the Schedule of Classes</u>, which are identified with the enrollment capacity of ≥ 72 *(*based on schedule classroom fill rate, projected enrollments/FTES, and historical trends for course fill rate) <u>and are identified with the Consent of ACTIVE.</u> *NOTE: Class sections identified with the Consent of either Tentative or Stop Further Enrollment will not be assigned into a Large Lecture instructional space.
01/16/2019	<u>Intra-College Scheduling Begins</u> Department Schedulers request lecture spaces from their College Scheduling Coordinator for spaces that they were unable to schedule within their allotted spaces; College Scheduling Coordinator to assist with space issues/conflicts. *OPTIONAL - Date varies by College.*
01/30/2019	<u>Inter-College Scheduling Begins</u> College/Department Scheduling Coordinators may request lecture spaces from other College Scheduling Coordinators for spaces that the college/department was unable to schedule within their allotted spaces.
02/20/2019	Schedule <u>Frozen for analysis</u> The Schedule of Classes reverts back to Academic Planning (schedule is frozen @12:00AM).
03/04/2019	Schedule <u>Available to Colleges/Departments</u> Forward requests for linking of co-requisite class sections to Lam Le, with a copy to Inez Moran (schedule is unfrozen @12:00AM).
03/25/2019 - 06/14/2019	<u>Registration Advising</u> Period
04/08/2019 - 04/09/2019	<u>Priority Registration</u> Period
04/10/2019 - 06/14/2019	<u>General Registration</u> Period
06/17/2019 - 08/02/2019	<u>New Student Orientation</u> Period (Tentative)
08/08/2019	Scheduling of <u>Large Lecture Spaces</u> reverts back to the Colleges/Departments
08/12/2019 - 09/05/2019	<u>Add/Drop</u> Period
08/22/2019	<u>First Day of Classes</u>
09/19/2019	<u>Census</u> *NOTE: Campus is frozen from making updates to the Schedule of Classes. Please contact Academic Planning and Resources for assistance.
12/08/2019	<u>Last Day of Classes</u>
12/09/2019 - 12/15/2019	<u>Finals</u>

Schedule Building Timelines

Tentative Winter 2020 Inter-Session Semester (2 week session)

01/02/2019	<u>Schedule Building Begins</u> for Colleges/Departments
04/15/2019	Schedule Building Period for **Colleges/Departments to create their Large Lecture Class Sections with the enrollment capacity of ≥72.** *NOTE: Please include the Meeting Days, Meeting Time and the Start/End dates in applicable fields of the Meeting Pattern row. However, <u>omit the Facility ID in the Meeting Patterns tab</u>, as Academic Planning will update the field.
06/24/2019	Schedule Building is <u>Available on Bronco Direct</u>
06/24/2019	<u>Academic Planning to allocate instructional space for Large Lecture Class Sections created in the Schedule of Classes</u>, which are identified with the enrollment capacity of ≥ 72 *(based on schedule classroom fill rate, projected enrollments/FTES, and historical trends for course fill rate)* **and are identified with the Consent of ACTIVE.** *NOTE: Class sections identified with the Consent of either <u>Tentative or Stop Further Enrollment will not be assigned into a Large Lecture instructional space.</u>
07/24/2019	<u>Intra-College Scheduling Begins</u> Department Schedulers request lecture spaces from their College Scheduling Coordinator for spaces that they were unable to schedule within their allotted spaces; College Scheduling Coordinator to assist with space issues/conflicts. *OPTIONAL - Date varies by College.*
08/07/2019	**<u>Inter-College Scheduling Begins</u>** College/Department Scheduling Coordinators may request lecture spaces from other College Scheduling Coordinators for spaces that the college/department was unable to schedule within their allotted spaces.
08/28/2019	Schedule <u>Frozen for analysis</u> The Schedule of Classes reverts back to Academic Planning (schedule is frozen @12:00AM).
09/09/2019	Schedule <u>Available to Colleges/Departments</u> Forward requests for linking of co-requisite class sections to Lam Le, with a copy to Inez Moran (schedule is unfrozen @12:00AM).
09/30/2019 - 10/04/2019	<u>Registration Advising</u> Period
10/07/2019 - 10/08/2019	<u>Priority Registration</u> Period
10/09/2019 - 12/01/2019	<u>General Registration</u> Period
---	<u>New Student Orientation</u> Period (Tentative)
11/25/2019	Scheduling of <u>Large Lecture Spaces</u> reverts back to the Colleges/Departments
12/06/2019 - 01/02/2020	<u>Add/Drop</u> Period
01/02/2020	<u>First Day of Classes</u>
01/06/2020	<u>Census</u> *NOTE: Campus is <u>frozen from making updates to the Schedule of Classes. Please contact Academic Planning and Resources for assistance.</u>
01/16/2020	<u>Last Day of Classes</u>
01/17/2020	<u>Finals</u>

Schedule Building Timelines

***Tentative** Spring 2020 Semester*

01/02/2019	<u>Schedule Building Begins</u> for Colleges/Departments
01/02/2019	Schedule Building Period for <u>**Colleges/Departments to create their Large Lecture Class Sections with the enrollment capacity of ≥72.**</u> 　*NOTE: Please include the Meeting Days, Meeting Time and the Start/End dates in applicable fields of the Meeting Pattern row. However, <u>omit the Facility ID in the Meeting Patterns tab</u>, as Academic Planning will update the field.
01/15/2019	Schedule Building is <u>**Available on Bronco Direct**</u>
04/08/2019	<u>**Academic Planning to allocate instructional space for Large Lecture Class Sections created in the Schedule of Classes**</u>, which are identified with the enrollment capacity of ≥ 72 *(*based on schedule classroom fill rate, projected enrollments/FTES, and historical trends for course fill rate) <u>**and are identified with the Consent of ACTIVE.**</u> 　*NOTE: Class sections identified with the Consent of either <u>Tentative or Stop Further Enrollment will not be assigned into a Large Lecture instructional space.</u>
07/17/2019	<u>**Intra-College Scheduling Begins**</u> Department Schedulers request lecture spaces from their College Scheduling Coordinator for spaces that they were unable to schedule within their allotted spaces; College Scheduling Coordinator to assist with space issues/conflicts. *OPTIONAL - Date varies by College.*
07/31/2019	<u>**Inter-College Scheduling Begins**</u> College/Department Scheduling Coordinators may request lecture spaces from other College Scheduling Coordinators for spaces that the college/department was unable to schedule within their allotted spaces.
08/28/2019	Schedule <u>**Frozen for analysis**</u> The Schedule of Classes reverts back to Academic Planning (schedule is frozen @12:00AM).
09/18/2019	Schedule <u>**Available to Colleges/Departments**</u> Forward requests for linking of co-requisite class sections to Lam Le, with a copy to Inez Moran (schedule is unfrozen @12:00AM).
10/07/2019 - 11/20/2019	<u>**Registration Advising**</u> Period
10/14/2019 - 10/15/2019	<u>**Priority Registration**</u> Period
10/16/2019 - 12/04/2019	<u>**General Registration**</u> Period
11/25/2019 - 12/04/2019	<u>**New Student Orientation**</u> Period (Tentative)
01/06/2020	Scheduling of <u>**Large Lecture Spaces**</u> reverts back to the Colleges/Departments
01/06/2020 - 02/03/2020	<u>**Add/Drop**</u> Period
01/18/2020	<u>**First Day of Classes**</u>
02/17/2020	<u>Census</u> 　*NOTE: Campus is <u>frozen from making updates to the Schedule of Classes. Please contact Academic Planning and Resources for assistance.</u>
05/08/2020	<u>**Last Day of Classes**</u>
05/09/2020 - 05/19/2020	<u>Finals</u>

Why is this Requisite Error Appearing?

Requisite Problem	Explanation	Possible Resolution
NOT MET	Only the course(s) listed as a prerequisite(s) will satisfy. A course substituted for the prerequisite may not be recognized when attempting to add a class.	• Complete prerequisite • See advisor and determine if what you would like to enroll in is appropriate • Request requisite permission number from department
COURSE AND COREQUISITE NOT ENROLLED SIMULTANEOUSLY	Must enroll in corequisites simultaneously. In order to add a course, both the course and its corequisite must be open and enrolled in – waitlisting a corequisite is not considered enrollment in the corequisite. A course substituted for a corequisite may not be recognized when attempting to add a class.	• Register in corequisite • Wait for corequisite to open • Request requisite permission number from department • See advisor to find another class to enroll in
COURSE AND COREQUISITE EXCEED UNITS ALLOWED	If when enrolling or adding a course and its corequisite the total number of enrolled units exceeds the student's unit limit, then a requisite error will appear.	• **Prior to Add/Drop period:** Either wait until the Add/Drop period, or an appointment period that will allow the excess units, or drop course(s) to accommodate the corequisites • **During Add/Drop period:** Add to the unit limit, or request to exceed the unit limit by petition available at the Registrar's Office
COURSE OR COREQUISITE CONFLICT IN TIME WITH ANOTHER CLASS	If the student is attempting to add a course where its corequisite conflicts in time with another course the issue, while a time conflict, will appear in the error message to be a requisite problem as the corequisite cannot be added.	• Add a different corequisite time that does not conflict with a registered course • Drop the course that is conflicting with the corequisite
GRADUATE STUDENT ATTEMPTING TO ENROLL	If the course the graduate student is trying to enroll in has a catalog number of 499 or below (e.g. ACC 428), then a requisite hold may appear.	• If the student's graduate advisor wants them to enroll in an undergraduate course, the student will need a permission number from the department administrator
None of the above		See your advisor
Advisor unable to determine root of the issue		Go to the Registrar's Office and seek the assistance of a Record Specialist

Outdoor Spaces in PeopleSoft
November 20, 2018

Fac	Space	Sfx	Facility ID	Detailed Description
997	1		997 0001	Tennis Courts
997	2		997 0002	Kellogg Infield
997	3		997 0003	Kellogg Track
997	4		997 0004	Scolinos Baseball Field
997	5		997 0005	Golf Field
997	6		997 0006	Softball Field
997	7		997 0007	Archery Field
997	8		997 0008	Soccer Field
997	9		997 0009	Kellogg Gym South Entry Patio
997	10		997 0010	Weight Room Butler Shed
997	13		997 0013	Darlene May
997	14		997 0014	Darlene May Gym South Lawn
997	16		997 0016	Dining Courtyard Bldg. 7 ENV
997	17	A-	997 0017A	Engineering Meadow
997	17	B-	997 0017B	Engineering Meadow
997	17	C-	997 0017C	Engineering Meadow
997	17	D-	997 0017D	Engineering Meadow
997	18		997 0018	East Entry Patio/Lawn Bldg 7 ENV
997	19		997 0019	Cowboy Corner Bldg 2 Ag
997	20		997 0020	Courtyard Bldg 2 Ag/ENV
997	21		997 0021	Biotrek East Courtyard
997	22		997 0022	Courtyard between Bldgs 3 & 4
997	23		997 0023	Courtyard Bldg 3
997	24		997 0024	East Entry Patio Bldg 8 Science
997	25		997 0025	University Quad
997	26		997 0026	North Patio Bldg 1
997	27		997 0027	Front Entry Patio Bldg 1
997	28		997 0028	East Entry Patio Bldg. 24 Music
997	29		997 0029	Recital Hall Patio Bldg 24 Music
997	30		997 0030	Performing Arts Theater Plaza
997	31		997 0031	Union Plaza Courtyard
997	32		997 0032	Union Plaza Horseshoe Hill

| Fac	Space	Sfx	Facility ID	Detailed Description
997	33		997 0033	University Park
997	34		997 0034	Library Starbucks Patio
997	35		997 0035	CLA Paseo
997	36		997 0036	CLA Technopolis
997	37		997 0037	CLA Front/South Entry
997	38		997 0038	Voorhis Park
997	39		997 0039	Voorhis Ecological Reserve
997	40		997 0040	Arabian Horse Center Entry Plaza
997	41		997 0041	Arabian Horse Center Arena
997	42		997 0042	Regenerative Studies Ponds
997	43		997 0043	Regenerative Studies Entry
997	44		997 0044	Agriscapes/Farmstore Entry
997	45		997 0045	Agriscapes Pumpkin Field
997	46		997 0046	Kellogg West Wedding Lawn Area
997	47		997 0047	Kellogg West Rope Course
997	48		997 0048	Collins College Lawn Original Bldgs.
997	49		997 0049	Collins College Patio Original Buildings
997	50		997 0050	CPP Letters on Hill
997	51		997 0051	Kellogg House Pomona Front Patio
997	52		997 0052	Kellogg House Pomona Rear Patio
997	53		997 0053	Rose Garden
997	54		997 0054	Japanese Garden
997	55		997 0055	Equitation Arena
997	56		997 0056	BioTrek Ethnobotany Garden
997	57		997 0057	Kellogg Gym South Entry Patio
997	58		997 0058	Agriscapes Field West of Pumpkin Field
997	59		997 0059	2nd Floor West Parking Structure Patio
997	60		997 0060	Univeristy Village Parking Lot
997	61		997 0061	Plant Science Grassy Field for Irrigation Classes
997	62		997 0062	Los Olivos BBQ Area
997	63		997 0063	CLA 4th Floor Outdoor Space Plant Area

Offsite Locations

Much like the attached list for outdoor locations, we need to track offsite locations and would like your assistance in identifying our offsite teaching locations. They too will be numbered and entered into PeopleSoft and eventually Series 25. They will automatically show in the RoomSearch calendar when a class is scheduled there.

To notify me of these class locations please email me at kahine@cpp.edu listing the College, the Department, the Name of the Class, the Instructor name, the number of students, and the name address and telephone number of the location.

RoomSearch

RoomSearch is a visual in-house program that makes it easier to see all Lec/Lab locations and what is scheduled in them which includes classes and events.

https://www.cpp.edu/~arar/
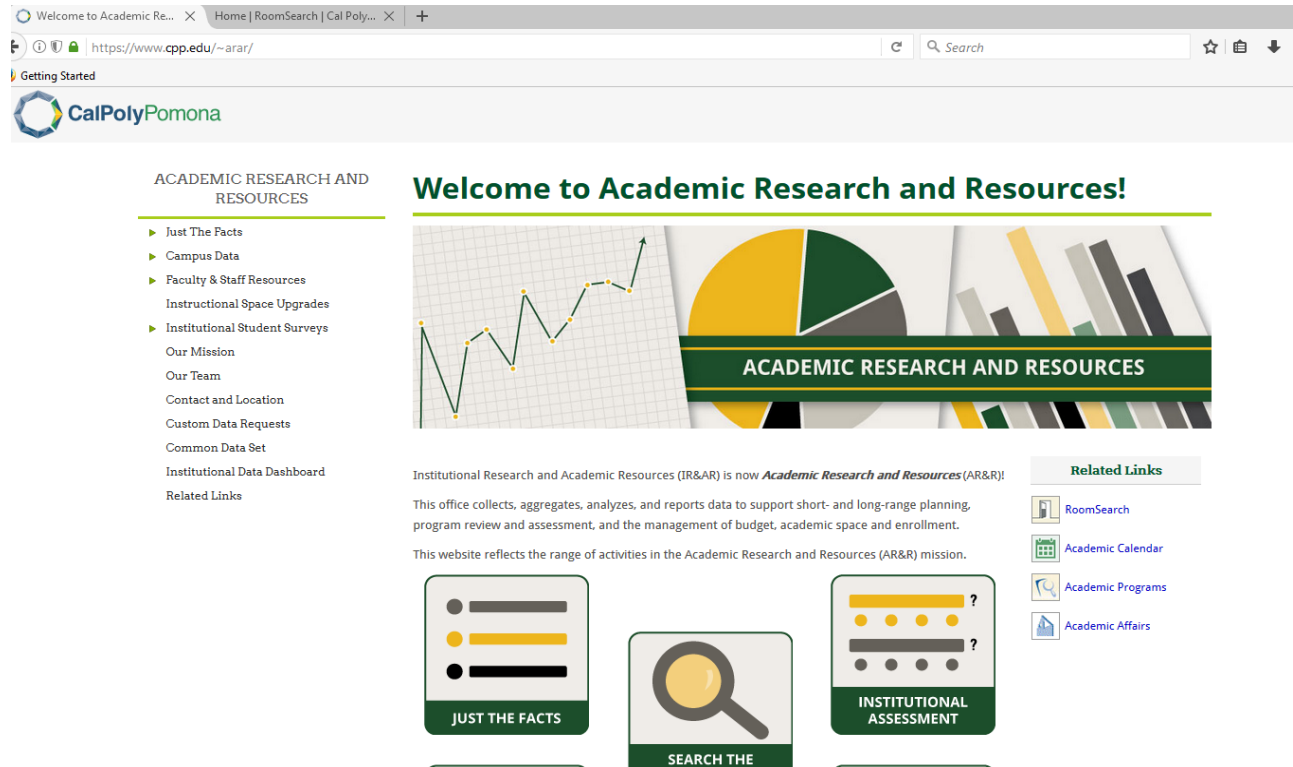
I update, room numbers, assignment, AV/Classroom Technology and room characteristics, etc.

These room updates should mirror PeopleSoft since the information is pulled from there in the calendar schedule of events area.

Weekend Classes: We are suggesting buildings with Card swipe to allow easier access and to accommodate HVAC.