



Course Scheduling Process

The following information will help schedulers navigate general processes, procedures, and timelines pertaining to the University of Northern Colorado's academic calendars and scheduling protocols. Schedulers should also access and utilize the "Procedures/Guidelines for Academic Scheduling" for information regarding scheduling:
<https://www.unco.edu/registrar/faculty-staff/academic-schedulers.aspx>

The Term Opens for Scheduling

- The Office of the Registrar opens the new term for scheduling about four months before the Room Run takes place. Reference the "Course Scheduling Calendar" for exact dates each term.
- Departmental Schedulers use the time between the Opening of the Schedule and the Room Run to set up the courses that are going to be offered that semester. All courses originate in the Banner system, and should never be directly scheduled into 25Live Pro.
- It is important to use the Class Scheduling Blocks while setting up courses because meeting patterns that do not subscribe to that scheduling paradigm won't necessarily be recognized by the 25Live system regarding rooming the course or placing the Final Exam.

25Live Room Run Process

- The Room Run is the process that optimally places the courses into the 25Live calendars using the coding that the Schedulers have entered into the Banner system along with the subject preferences built in 25Live.
- The Office of the Registrar's 25Live Functional Administrator is allotted a two-week window to perform the Room Run in January for the Fall, in July for the Spring, and in November for the Summer. See the "Course Scheduling Calendar" for actual dates.
- All scheduling in Banner for the term involved in the Room Run will need to be suspended during the Room Run loading period. Email communication from the 25Live Functional Administrator will be forthcoming to the Departmental Schedulers to mark the start and end of that event for each term.
- Any courses not placed during the Room Run will need scheduled through Banner by the Departmental Schedulers after the Room Run concludes. All applicable courses should be placed by the time the schedule opens for view on the web, but absolutely no later than when registration for that term opens.

25Live Final Exam Room Run Process

- It is important that there aren't any final exams, meetings, or events scheduled within "Finals week" until after the Final Exam Room Run is completed each semester.
- For both the Fall and Spring semesters, the Final Exam Room Run occurs during the third week of classes. Summer and Interim Final Exams are not placed through a Rooming process.
- The 25Live system pulls the data from the "01" Session Indicator in Banner's SSASECT to calculate when the Final Exam will take place. If the course has more than one line built in the "Meeting Dates" section of SSASECT, choose which pattern works best for the final exam and make that the "01" Session Indicator. It is important that there only be one "01" session indicator per course.
- UNC has rotating Final Exam schedules. To see which schedule is being used for which semester, visit <https://www.unco.edu/registrar/registration/final-exam.aspx>.
- Any Final Exams not placed during the Final Exam Room Run should be sent to the 25Live Functional Administrator by the Departmental Scheduler for placement inside the existing course reservation.