



25Live Pro

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.
- 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.

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 fourth 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 four 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.



25Live Pro

Scheduling Rules-S25 vs NonS25

There are two main types of rooms in the 25Live system. There are S25 rooms and there are NonS25 rooms. The following information will describe the need for each designation and the protocols associated with scheduling in each type of space.

S25

S25 is the basic designation for schedulable academic spaces. The Departmental Schedulers code all the offered courses in the Banner system for each term. Then during the Room Run, the system will look to place courses per that coding. The courses coded as needing a room will be optimally placed into an S25 location. S25 spaces are open to all scheduling, but the placement of courses always has priority.

It is the protocol for Fall and Spring terms that meetings or events are not to be placed in an academic space until after the first week of class has concluded. This rule exists because from the time the Room Run happens through the first week of classes, scheduling shifts are happening. If there is even a fraction of an event or meeting that is placed in an academic space during the scheduling of the term, the entire class for the semester will not be able to push into that room. That is why this rule is so important and why it is strictly upheld for S25 spaces.

It is also requested that no meeting or event be scheduled in Finals week until the fifth week of classes as the Final Exam Room Run occurs during the fourth week of classes.

Summer opens to all scheduling (still following the S25 and NonS25 designations) on February 1st each year.

NonS25

NonS25 is the designation used for spaces in 25Live that are specific to Departments. The biggest difference between a NonS25 and an S25 room is that during the Room Run, the system cannot place a course from Banner into a NonS25 room unless specifically assigned to do so by the Departmental Scheduler in the Banner system.

The reason for a room to be classified as NonS25 in the 25Live system can vary, but the NonS25 designation alone alerts all schedulers that special permissions need to be obtained from the Department associated with that space before any scheduling occurs.

Please note that if the NonS25 location is going to be used for courses, the recommendation of waiting until the first week of classes to conclude before allowing events and meetings to be scheduled in that room still applies.

There are different kinds of NonS25 rooms as well. Clues have been built into the "Location Formal Name" in most cases so schedulers can easily and quickly see the room designation. If encountering a NonS25 without a clue built in, always contact the Department associated with that space to see how to proceed.

NonS25-Dedicated

Rooms with the clue built in that say NonS25-Dedicated are just that; spaces that are dedicated to that specific Department. Most dedicated spaces can only be seen in 25Live by the Department that is associated with the space. Other dedicated spaces can be seen by all schedulers but cannot be reserved by anyone outside the Department. NonS25-Dedicated spaces are solely populated by the Department and at the Department's discretion.

NonS25-Restricted

A NonS25-Restricted room allows for reservations to be placed by campus schedulers regardless of Department; however, the entered reservation won't be placed until the reservation is "Assigned" to the room by the Departmental Approver. When reviewing the reservation in the Occurrences tab, the requestor will see "is awaiting approval" next to the room name until the request is approved or denied. If approved, the wording "is awaiting approval" disappears and the room remains. If denied, the room and the wording will disappear completely, and the Departmental Scheduler should be reaching out to identify the reason the reservation cannot be placed as requested. Again, all NonS25 usage is at the Department's discretion.

Departmentally Associated NonS25 Spaces per Building

Here is a breakdown of the Departmental spaces per building. These are generalizations, so some spaces within a building may be different than the generalization. If you have a question about a NonS25 space this will serve as a good starting point.

Arts Annex (ARTS)-PVA
Butler Hancock (BTLR)-NHS
Candelaria (CAND)-HSS
Crab (CRAB)-PVA
Fraiser (FRAS)-PVA
Gray (GRAY)-PVA
Guggenheim (GUGG)-PVA

Gunter (GUNT)-NHS
Kepner (KEPN)-MCB
McKee (MCKE)-CEBS
Michener (MICH)-LIB
Ross (ROSS)-NHS
Skinner Library (SKNR)-LIB

Departmental Schedulers

Here are the main Departmental Schedulers and their perspective scheduling areas. Please note this information is subject to change.

EBS-Deidra Schaeffer 351-1464
HSS-Deb Lewis 351-2706
LIB-Natasha Floersch 351-1529
MCB-Nick Nakamura 351-4407
NHS-Janice Riegel 351-2740
PVA-Jennifer Knock 351-3817 (Courses), Abby Froom 351-4446 (FRAS) or Pete Niehoff (ARTS, CRAB, GUGG)
UC & CC Spaces, event.services@unco.edu or 351-2558
25Live Functional Administrator, Carri Bloomer 351-1820