

## Spring 2020 Schedule Creation Calendar and Procedure

09/17 Schedule creation opens for departments – Spring and Summer

09/29 Classrooms open for scheduling

10/02 Last day for depts. to enter Spring 2020 Schedule

10/05 Dean's review of schedule

10/05 Deadline for request for separate Canvas shells

10/12 Spring and Summer schedule available online

10/26 Graduates begin registering for Spring and Summer 2021

10/28 Undergraduates begin registering for Spring and Summer 2021

11/23 Faculty have access to Canvas shells

01/04 Student Deadline to request remote instruction

01/04 **Recommended** deadline for faculty approvals to move to remote instruction

01/05 Students populate in Canvas shells (enrollment feed pushes)

1. Courses with multiple sections are scheduled by the department with online and in person options.
  - a. Students choose modality during registration.
  - b. If an online section of the course is offered on the schedule with available seats, students will be required to register for the online section.
2. Courses with only one section are schedule as normal by the department.
  - a. If online or distance education instructional modality – no additional action needed
  - b. If In person or hybrid –
    - i. \*The department/college will let the RO know which faculty requests separate Canvas shells for remote students in which courses no later than 10/05.
      1. One comprehensive spreadsheet should be submitted per department/college.
      2. Any course or section with no assigned instructor, will be decided by department chair.
    - ii. If **separate shells are requested**
      1. The RO will create an OL section in Banner that is hidden from registration (not viewable online), not cross listed in Banner.
      2. A new separate shell is created in Canvas.
      3. The Malone Center will assist faculty needing to copy/move content in Canvas.
    - iii. If **separate shells are not desired**
      1. The RO will create an OL section in Banner that is hidden from registration and cross listed with the original in person/hybrid course.
      2. The cross listed shell is created in Canvas.
  - c. After registration begins, students must request to move to remote only instruction.
    - i. Students register in the course as offered on the schedule
    - ii. Students submit online Dynamic Form to request to attend in person or hybrid courses remotely.

ii-iii. RO verifies with the instructor if they remote section should be synchronous or asynchronous. If synchronous, RO will add the day(s) and times to the remote section.

iii-iv. RO adjusts the student's registration

iv-v. RO reduces the available seats in original section by the number moved into the remote section.

v-vi. RO notifies faculty of remote student.

### 3. Considerations

- a. Less burden on departments
- b. All students register the same
- c. Formal request submitted
- d. Centralized receipt of requests
- e. Delay in data of OL numbers (waiting on requests to be submitted)
- f. Deadline for requests? – we are recommending 01/04