UVU
ACADEMIC SCHEDULING
OFFICE

## Department Chairs: Working with Academic Scheduling

☐ **About ASO:** *https://www.uvu.edu/academicscheduling/contact.html*

☐ **Communicate via Email:** *academic_scheduling@uvu.edu* *(preferred)*

☐ **Committee Representation**
- Academic Calendar
- Academic Scheduling
- Course Fee Review
- Executive Infrastructure Planning
- University Flexible Learning Council

☐ **Request department chair training** *(required for software access)*
*https://www.uvu.edu/academicscheduling/forms/scheduler_training.php*
*Training includes:*
- Authorized Schedulers List
- CourseLeaf CLSS scheduling tool and phases *(deadlines)*
- Final Exam Schedule
- Instructor activations and assignments
- Master Room List
- Scheduling guidelines and rules
- Section coding
- Standard meeting patterns
- Supplemental instruction time

☐ **Review Policies & Guidelines** *(https://www.uvu.edu/academicscheduling/)*
- CLSS Approval Workflow *(dean/financial manager)*
- CLSS Instructions
- Course-Based Fee Guidelines
- Final Exam Guidelines
- Governing policies *(UVU, USHE)*
  - **609** – Academic Scheduling *(stage 2 draft, active)*
  - **607** – Course-Based Fees for Credit Courses
- Scheduling Guidelines *(definitions, responsibilities, restrictions)*
- Scheduling Rules *(general, special programs, schedule types, etc.)*

☐ **ASO Responsibilities & Systems\***

- **CourseLeaf CLSS:** Scheduler training, system administration, approvals, processing.

- **25Live**
  - All academic classes and supplemental time room assignments *(for general classrooms, specialty labs, and computer labs)*.
  - Database is shared by ASO and Event Services *(prevents double-booking)*.

- **Banner:** Instructor activations, Final Exams *(schedule creation and conflict resolution)*, Course-Based Fees *(management and application)*, and Inclusive Access *(eBook / Canvas charge application)*.

☐ **Partnered Office Responsibilities & Systems\***

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| **Curriculum Office** | CourseLeaf **CIM:** Training & administration of programs and courses. |
| **Event Services Office** | 25Live**:** Major events, internal events, meetings, clubs, etc. |
| **Facilities & Planning** | Operations & Maintenance, Planning & Construction, Inventory (Evolve), and Fire Marshal duties. |
| **Learning Systems** | Canvas, Kaltura, Qualtrics, iClicker, and accessible technology. |
| **Media Services** | Services include: 'Smart' classroom standards and setup, equipment maintenance and training, digital signage, and media checkouts. |
| **Registrar's Office** | CourseLeaf **CAT:** Training, administration, & catalog publication |
| **Registration Office** | Registration dates/deadlines, grades, student services (e.g., transcripts, add/drop, leave of absence, etc.). |
| **UVU Bookstore** | Inclusive Access – eBook requests *(accessible in Canvas)* |

\* Lists are not all-inclusive.