

Phase 0 – Best Practices Checklist

for Authorized Department Schedulers

Several months in advance of actual data entry, academic departments begin planning a new semester. **Review** sections with your faculty **early** and plan for the changes that will be submitted in **Phase 1** (not Phase 5!). Historical data is available in the scheduling software for semester-over-semester comparison.

1. As a starting point, review the prior like-semester schedule.
 - Export an Excel report from [CourseLeaf CLSS](#).
 - Send to department chair, program director, and faculty for review/comments.
 - Coordinate course section needs with school/college advisors.
 - Review program listing and degree maps for requirements in [CourseLeaf CIM](#).
2. Note **course modifications** in [CourseLeaf CIM](#) that will affect section scheduling: subject codes, course numbers, credit ratios, and effective term.
3. Review resources on the [Academic Scheduling](#) website, including:
 - Academic Scheduling [Guidelines](#),
 - Academic Scheduling [Rules](#) (for the applicable academic year),
 - [CLSS instructions](#), and
 - helpful checklists.
4. Review **max enrollments** for anticipated increases/decreases. Adhere to school/college and department standards.
5. Where **pre-scheduling** authority exists, please consider:
 - faculty ADA accommodations (documented with [People & Culture](#)),
 - sections requiring special equipment,
 - faculty back-to-back assignments, and
 - [minimum utilization](#) in general classrooms (66.7%) and labs (80%).
6. **Part of Term Codes**
 - Review the Misc Part of Term Code [checklist](#).
 - Submit a [Misc Part of Term Code Request form](#), as needed.
7. **Subtitles**. Remove prior-year subtitles and gather new subtitles (required on all study abroad, current/special topics, and some repeatable course sections).
8. **Cross-listings**. Review cross-listed sections with partnered departments and determine which department will have responsibility to edit/add the sections.
9. **Final Exams**. Identify each section that requires a classroom/lab for final exams.