

CBAS, SZASECT, Classroom Scheduling Guide

CBAS and SZASECT Schedule Build and Classroom Scheduling

System	Details
CBAS (Changes requiring Dean approval) Questions? RegTeam@appstate.edu or 828-262-2050	Use for the following changes: Course additions and deletions Summer course instructors Modality (online, hybrid, face to face) Note: Hickory courses are built by Academic Affairs, contact Adryona Nelson, nelsonam1@appstate.edu Note: Use the Late Schedule Build Request Google Form for the above course edits, which will go live after CBAS closes for the term.
SZASECT (Changes that do not require Dean approval) Questions? RegTeam@appstate.edu or 828-262-2050	Use for the following changes: Meeting Pattern Instructor (except for Summer Sessions) Room Assignment within your partition Maximum Enrollment (number shows on Banner) Projected Enrollment (number you expect to enroll) Waitlist Enrollment Section Notes Note: Use the Classroom Change Request Form after TAS has been performed for the term and when SZASECT restricts meeting pattern and room changes for TAS courses.
Classroom Scheduling Steps Questions? Sharon Jensen at jensensc@appstate.edu or extension: 2-7698	If scheduling in your partition , use SZASECT to assign the room until SZASECT is closed for building room and meeting pattern changes for that term occurring after TAS is performed. If scheduling a room outside of your partition , 1) consult with the Department which has the classroom in their partition, 2) secure that Department's permission to use the room, and 3) add the course to the Pre-assignment Request Google Form with justification for vetting by the Associate Deans. For dual/cross-listed/grouped courses , add them to the Paired Course form from the Registrar's Office. Technology Assisted Scheduling, TAS , will assist in locating a room for courses without a classroom after the above steps have been completed. Note courses subject to TAS: Lecture (LEC), Seminar (SEM), Web-Based Hybrid (WEH, 50-89% online), and Web-Hybrid Primarily Lecture (WLH <50% online) not tied to labs

Further questions? Contact Sharon Jensen for classroom scheduling jensensc@appstate.edu x2-7698 or Jayne Dowdy dowdyjl@appstate.edu x2-7961 for schedule build.