

# CBAS, SZASECT, Classroom Scheduling Guide

## CBAS and SZASECT Schedule Build and Classroom Scheduling

System	Details
<b>CBAS</b> (Changes requiring Dean approval)  Questions? <a href="mailto:RegTeam@appstate.edu">RegTeam@appstate.edu</a> or 828-262-2050	<b>Use for the following changes:</b> Course additions and deletions Summer course instructors Modality (online, hybrid, face to face)  <b>Note:</b> Hickory courses are built by Academic Affairs, contact Adryona Nelson, <a href="mailto:nelsonam1@appstate.edu">nelsonam1@appstate.edu</a> <b>Note:</b> Use the Late Schedule Build Request Google Form for the above course edits, which will go live after CBAS closes for the term.
<b>SZASECT</b> (Changes that <b>do not require</b> Dean approval)  Questions? <a href="mailto:RegTeam@appstate.edu">RegTeam@appstate.edu</a> or 828-262-2050	<b>Use for the following changes:</b> 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  <b>Note:</b> 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.
<b>Classroom Scheduling Steps</b>          Questions? Sharon Jensen at <a href="mailto:jensensc@appstate.edu">jensensc@appstate.edu</a> or extension: 2-7698	<b>If scheduling in your partition</b> , 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.  <b>If scheduling a room outside of your partition</b> , 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.  <b>For dual/cross-listed/grouped courses</b> , add them to the Paired Course form from the Registrar's Office.  <b>Technology Assisted Scheduling, TAS</b> , will assist in locating a room for courses without a classroom after the above steps have been completed.  <b>Note courses subject to TAS:</b> 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](mailto:jensensc@appstate.edu) x2-7698 or Jayne Dowdy [dowdyjl@appstate.edu](mailto:dowdyjl@appstate.edu) x2-7961 for schedule build.