CBAS and SZASECT
Schedule Build and Classroom Scheduling Guide

System/Process	Details
CBAS For 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)

SZASECT
 	
For changes that **do not require** Dean approval
 	
SZASECT restricts meeting pattern, building, and room changes for courses subject to *TAS after the Optimizer has been run for the term:
   Optimizer runs in late February for Fall terms
   Optimizer runs in early October for Spring terms
 	
Questions? RegTeam@appstate.edu or 828-262-2050
	Use for the following changes:
	Meeting Pattern
	Instructor (except for Summer Sessions; use CBAS)
	Room Assignment within your partition
	Maximum Enrollment (number shows on Class Schedule)
	Projected Enrollment (number you expect to enroll)
	Waitlist Enrollment
	Section Notes
	
	Note: Use the Classroom Change Request Form after the Optimizer run.

Classroom Scheduling Steps Questions? Sharon Jensen at jensensc@appstate.edu or extension: 2-7698	**Request large classrooms (60+);** Associate Deans will put out the call for large classroom requests. **Schedule in your partition**; use SZASECT to assign the room until SZASECT is closed for building, room, and meeting pattern changes for that term after the Optimizer is run. **Requesting classrooms 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. Include the justification of the instructional need for the room for vetting by the Associate Deans. **Report dual, cross-listed, grouped, and dual campus courses** by adding them to the Paired Course Form. If this information was indicated in CBAS, there is no need to fill out the Paired Course Form. **Technology Assisted Scheduling, TAS**; The Optimizer 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**