



MEMORANDUM

TO: Department Chairpersons
FROM: Gina Crabtree, University Registrar
DATE: November 20, 2023
SUBJECT: SUMMER *and* FALL 2024 SCHEDULE BUILDING

The schedule of courses for our previous summer and fall have been rolled forward in the Banner production system to facilitate the building of the **summer and fall 2024** schedules. Classes with a part of term **1, 1S, BG, F10, and S10, as well as 810 and 820 for summer**, have been rolled. A complete list of what information does and does not roll, along with all schedule building documents, can be found at www.wichita.edu/schedulebuilding.

Schedule building for both summer and fall 2024 is now open; however, each term has a separate deadline. **Schedules for summer 2024 are due on January 5, 2024; schedules for fall 2024 are due on January 26, 2024.** All requests related to classroom features/scheduling are also due on these dates. Your Dean's office may set an earlier deadline for the schedule to be ready for their review.

Reminder that departments should only enter lab and specialty room assignments in Banner – there is a complete list on the schedule building website of classes that can be assigned by departments.

If you have a new employee who needs schedule building training, please email an access request to stusecurityaccess@wichita.edu. All other questions and requests related to schedule building and changes should be sent to schedulebuilding@wichita.edu.

Please remember that the courses in the roll came from summer and fall 2023, before we changed our instructional method codes. So, as with spring 2024, we have updated the rolled CRNs that used IIE, IIS or HYO to the new codes replacing them (OLA, OLS, and OHY respectively). Changes to other codes will need to be made by the department schedule builder.

Departments are responsible to ensure that scheduled courses meet the minimum contact hours required per the credit hour policy (see policy 4.08) **AND** that they meet the standard meeting pattern unless an exception has been approved by the Registrar's office. The RO will contact department chairs about any CRNs that are out of alignment with these policies.

Detailed instructions accompany this memo. Please provide this information to your department schedule builder. Thank you!

cc: Provost Lefever
Linnea GlenMaye
David Wright
Ashlie Jack
Academic Deans and Associate Deans
WSU West, South, Old Town and Haysville