



MEMORANDUM

TO: Department Chairpersons
FROM: Gina Crabtree, University Registrar
DATE: July 3, 2024
SUBJECT: SPRING 2025 SCHEDULE BUILDING

The schedule of courses for our previous spring semester has been rolled forward in the Banner production system to facilitate the building of the **Spring 2025** schedule of courses. Classes with a part-of-term (POT) **1, 1S, F10, S10 and BG** 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 will begin on July 8, 2024, and schedules are due on August 30. All requests related to classroom features/scheduling are also due on that date. Your Dean's office may set an earlier deadline for the schedule to be ready for their review.

This should be the first semester that no old instructional methods are part of the course roll. That said, schedule builders need to look closely at all CRNs for the accurate information. We have seen an increase in CRNs that were not updated nor deleted, causing problems when registration begins. Spring 2025 will be the last semester built directly in Banner. Training for the new CourseLeaf CLSS (Class) platform will take place in the fall, and will be required for all schedule-builders, new or veteran. More to come on that!

Reminder that full classroom optimization is now the standard for room scheduling. **Departments can only enter lab and specialty room assignments in Banner** (see approved list at www.schedulebuilding.com).

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 either of these policies.

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.

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

cc: Provost Lefever Academic Deans and Associate Deans
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