SEATTLEU

University Core Section Entry Guide

Here are detailed instructions for scheduling University Core (UCOR) courses including the most up-to-date deadline and course cap information. This document highlights important reminders that we hope will reduce the number of adjustments required. Please note that you will find general information on how to use the course scheduling software, CLSS, as well as the production calendar on the Registrar's [Course Scheduling resource page](#).

We recognize that creating new Core sections takes a significant amount of work and **we are incredibly grateful** for the continued support you give by scheduling Core courses.

UCOR Schedule Deadlines:

The Core sets very specific deadlines for scheduling for two primary reasons. The first is to ensure the best possible service for our students. Since students must complete the Core to graduate, it is crucial that they be able to review the schedule for the whole year while doing academic planning with their advisors. Secondly, Core scheduling has many moving parts. We schedule over 500 courses each year and work with more than 30 departments from 5 colleges. We carefully calculate the courses needed each year based on the projected number of incoming students and the number of continuing students as well as a detailed analysis of enrollment patterns (e.g. which students take which Core courses at which point in their academic career). We strive to hit the ideal balance that provides students with the right amount of options without resulting in low-enrolled courses. Every Core class that we request is one that we have calculated a need for—cancellations and changes from one quarter to another must be balanced or replaced. This is why we have developed a specific process for Core scheduling and set our deadlines accordingly.

Summer course need is based on previous enrollment patterns. It is calculated in September and shared with the Associate Deans. The decision of which departments fulfill the summer need is determined by College procedure. Departments may begin to schedule RQ courses when instructed by their College.

Regular academic year scheduling is calculated in fall of each year. Workbooks with our asks are sent to Colleges and communicated from Colleges to Departments in November. They are due back that month, so that final scheduling requests can be provided to each department in December. UCOR courses cannot be scheduled until this process is complete.

AY 24-25 Deadlines for UCOR scheduling (including any related cross-lists):

- **24RQ UCOR courses must be scheduled by 2/9/24**

- **24FQ UCOR courses must be scheduled by 3/8/24**

- **24WQ and SQ UCOR courses must be scheduled by 5/10/24**

Key Reminders about making changes to UCOR Sections:

We understand that schedule changes are necessary for many reasons. However, each change that is made creates work for several people. In order to minimize the changes and resulting workload, here are some tips and procedures to follow. **Overall, we ask that you limit piecemeal changes by waiting to submit things in CLSS until you have as many details as possible.** The CLSS Workflow Item Tracker on the Registrar's page is a helpful resource both for tracking changes you have and need to make.

- **Quarterly audits:** At least one week prior to the beginning of advising period for each quarter, the Core office will send out audits via the college-level schedulers to ensure that the schedule is as complete and accurate as possible. Please review these audits thoroughly and respond in a timely manner. Changes made after the audit period have a significant impact on our students. Once students begin to register for courses, time changes cannot be made. Changes in topic and faculty member should only be made for emergency reasons (eg. FMLA or departure from the University). Cancellations will only be made for low enrollment.
- **Cancellations: No cancellations are to be made without discussion with/approval from the Core.** If your department cannot offer a scheduled section, please contact your associate dean/college-level scheduler as soon as you know this is an issue. They will confirm with the Core Office if the course is still needed, and in the very likely case that it is, they will work to find another department to take the section. **Unless a course is being cancelled and not replaced, it should not be cancelled in CLSS. Time, title, faculty member, and department code can all be changed in CLSS.**
- **Additions and moving courses across quarters:** If your department would like to add a Core course or move it from one quarter to another, please contact your associate dean/college-level scheduler. They will reach out to the Core Office to assess need. Again, Core's original asks and the scheduling commitments that we receive from each college/department in December are closely calculated. While there are fluctuations in enrollment especially with the incoming class that may lead to some shifts, a swap with another department will likely be necessary to accommodate adding courses or shifting them across quarters.
- **Cross-listings:** Specific instructions regarding cross-listings are found in this guide. Cross-listed courses are labor intensive to schedule and they have an impact on the total number of sections the Core needs to offer. For this reason, the number of cross-listed sections that a department is offering must be indicated and agreed upon when their worksheet is submitted in December. **Both sides of a cross-listed section must be scheduled by the UCOR deadline.** It is rare that Core can return seats to a department, so please keep this in mind when planning.
- **"TBD" Core Titles:** All efforts should be made to schedule the approved Core course that will be taught. The only reason for entering "TBD" for a course title is if the faculty member has not yet been hired by the Core's scheduling deadline for that quarter. As soon as a faculty member has been hired and has a course approved, the title should be changed in CLSS. **Please do not change a Core title to "TBD" after the scheduling deadline unless a new faculty member has not been found by the audit period** (and we hope this will not be the case). If a faculty member and topic is changing, please change the title once a new faculty member has been hired.
- **Time blocks:** Since students must complete the Core in order to graduate, we have an obligation to offer sections across the spectrum of time blocks. After a scheduling deadline for a quarter has passed, the Core office will assess our offerings and request changes as needed to ensure students' needs are met and we don't risk low-enrolled courses due to overscheduling. For this reason, if you need to make a time change after the scheduling deadline, this request needs to be approved by Core before it is entered in CLSS. It would be appreciated and easier to accommodate if you use CLSS's "Visualize" function to see what time blocks may have openings for that type of UCOR course and provide us with more than one option that works.

AY 24-25 Caps for UCOR sections:

Please use this chart when assigning caps to UCOR sections. Certain lab sciences and studio arts may have different caps due to classroom space.

	Summer	Fall	Winter and Spring
	Initial cap / Max cap	Initial cap / Max cap	Initial cap / Max cap
Module I	UCOR 1100, 1200, 1400, 1600: 20 / 20 UCOR 1300, 1800: 19/19	UCOR 1100, 1200, 1400, 1600: 0* / 20 UCOR 1300, 1800: 0*/19	UCOR 1100, 1200, 1400, 1600: 18 / 20 UCOR 1300, 1800: 17/19
Module II	28 / 30	UCOR 2100 and 2500: 26 / 30 UCOR 29X0: 28 / 30	28/30
Module III	28 / 30	28 / 30	28 / 30

* Each year before FQ registration, we determine how many Module I seats to open to returning students and how many seats need to be held for incoming freshman and transfer students. Since the majority of sections are for new students, we ask you to 0 cap these classes and we will adjust before preregistration. Any SUCCESS seminar will be 0 capped, and generally, cross-listed sections will be opened to continuing students.

Core also adjusts caps on UCOR 2100 and 2500 sections depending on anticipated number of transfer students and SUCCESS sections run. We also adjust caps for online classes after consultation with advisors to control the flow of registration and hold seats for certain cohorts of students.

When you are cross-listing a UCOR section, subtract the total number of seats the major class will be using from both the initial cap and the max cap to get your UCOR caps for that section.

- **Example: The caps for a typical UCOR 2100 in FQ are 26/30 (Initial/Max). If THRS will be taking 3 seats for a cross-list in section 2100-03, the cap for that section will be 23/27.**

See the section on cross-listing for specific instructions and guidelines on cross-listing. Caps for cross-listed departmental sections cannot exceed 25% of the total course capacity (i.e. 5 seats in Module I and 7 seats in Modules II and III).

Finding Core courses in CLSS:

The Scheduling Unit for Core courses is "UCOR" or "University Core." If your department offers Core courses, you will have access to this scheduling unit.

All Core courses will use UCOR for the department prefix. The majority of UCOR subcategories have been eliminated. The only exceptions are UCOR 1810, UCOR 2910, and UCOR 2920. For all other courses please use the appropriate category (UCOR 1400, 1600, 1800, 3400, 3600, 3800).

Courses eligible to be scheduled:

Please visit the Scheduler's section of the Faculty & Staff page of the Core website https://www.seattleu.edu/core/for-faculty--staff/schedulers/ and review the list of All Approved Core Courses. These are listed alphabetically by the departmental prefix. **Only courses that are on this list may be scheduled.**

Faculty assignments for Core courses:

You must make faculty assignments in CLSS. When adding a Core course, the faculty member assigned to the course should be the <u>same</u> faculty member listed with the course in the Approved Core Courses list. The course approval process requires that faculty members either submit individual course proposals or agree to teach a course as proposed by another faculty member.

However, we know that departments sometimes need to add new faculty members to existing courses. **If you need to add a new faculty member to an existing course or submit a course for provisional approval, please see the** [Adding Qualified Faculty to a UCOR Course procedure](#).

Core section titles:

Remember that UCOR courses have a section title that is separate from the course title that is populated automatically in CLSS. You must add the Core section title in CLSS by clicking on the pencil icon next to Printed Comments. There is a field within Printed Comments for UCOR Title. Please enter your title here.

Individual section titles are limited to 30 characters. **Use the exact short title for the course as it appears the approved list**. If faculty would prefer a different short title than the one listed, please email us at core@seattleu.edu with both the original long title from the proposal and the short title they want to use. Our office will confirm the change.

Lastly, please do not include the title in the Printed Comments or the Comments to Scheduler fields.

Indicating the department offering the UCOR section:

Make sure to use the drop-down menu to select your department in the *Core Section Department* field. This is how we track who is paying for the section/staffing the section. You will not be able to proceed in CLSS without selecting a UCOR Dept Code.

Time distribution:

Please attempt to distribute the Core courses offered by your department across the full range of available times and days. When courses are scheduled we will compile the statistics on course times/days and work with departments and colleges to make sure students have a broad range of choices. You can use the visualize function in CLSS to check distribution of UCOR and major courses.

Guidance for Scheduling Online courses:

The majority of RQ classes will be online and these must be scheduled as Asynchronous.

During the regular academic year, a course may only be scheduled as online or hybrid if requested by the Core office. **All online classes must have CDLI approval. If a course and faculty member is CDLI-approved, they will appear on the Approved Core Courses list under the CDLI departmental prefix in addition to their regular departmental listing.**

<u>No</u> Module I courses during the regular academic year will be scheduled as online or hybrid. Module II and III online sections should be scheduled as Asynchronous.

Guidance for Scheduling Study Abroad sections:

Study Abroad UCOR sections must be approved and agreed upon by the Core office and the department.

The initial cap must be set at 0 as the department/instructor will be responsible for enrolling students.

Printed Comments must include the following text: SABD; PRM-INSR

Cross-listing sections:

Departments may cross-list UCOR sections with departmental sections *of the same course*. **Please indicate the precise cross-listing information including section numbers** in the *Printed Comments* field of <u>both</u> the UCOR section of the course and the departmental section of the course (e.g. X: UCOR ####-## or X: DEPT ####-##). **As major sections roll over each year, be sure to update the UCOR cross-listing information in your major course.**

You must make UCOR the primary or parent section in CLSS. Please follow these instructions when adding or creating a cross-list with UCOR:

- Create UCOR section and/or adjust the caps accordingly on the UCOR side and indicate the cross-list in the printed comments. Indicate "PARENT; Combined Max Cap =XX" in comments to scheduler. Put through workflow.
- Create or make any adjustments (caps, printed comments) to the major class and indicate the cross-list in printed comments. Indicate "CHILD; Combined Max Cap =XX" in comments to scheduler. Put through workflow.
- UCOR and Major courses must be entered by the UCOR deadline. The UCOR office will send a list of classes to be cross-listed to the University Scheduler during the admin lock period. When the schedule is released on MySU, please be sure to look at both sides of your cross-listings to ensure they are correct.
- If you need to make a change to cross-listed courses after they have been cross-listed, make this change to the PARENT. Then indicate in comments to scheduler "Also update Child" and include the cross-listed course number.
- If you need to cancel a set of cross-listed courses, cancel the PARENT and indicate in comments to scheduler that the child should also be canceled.
- If you need to cancel one side of a cross-listing, cancel that side and include a comment to scheduler stating that the other side should no longer be cross-listed.

Caps for cross-listed departmental sections cannot exceed 25% of the total course capacity (i.e. 5 seats in Module I and 7 seats in Modules II and III). If you want to assure that the seats in your cross-listed departmental sections are limited only to students in your department or those you choose to add, please remember to include *MJR-ONLY or permission* in the printed comments of the departmental section.

Printed Comments:

For the majority of UCOR classes, printed comments will be blank. What needs to be in printed comments has shifted when we moved to MySU from SU Online. Here is a general breakdown of what you do and do not need to enter in printed comments.

CLSS will not allow you to proceed without these comments and they must be typed out exactly as follows:

Course type	Include the following in *Printed Comments* text
UCOR 2910: Ethical Reasoning Business	MJR-ONLY (Business/ECON) or permission
UCOR 2920: Ethical Reasoning Health Care	REQD for NURS students; RECOMND for DIUS students; Open to all majors

Other required printed comments:

- If you are cross-listing a course, you need to include that information (eg. X: THRS-2000-01).
- If a course has a required service-learning component, SRV-LRNG **must appear**.
- If a course is study abroad, SABD and PRM-INSR **must appear**.

- If a course has a lab or course fee, you do need to include this information.
- If a course has an unusual meeting pattern or occasional online meetings, this needs to be indicated in printed comments.

Do not put the following in Printed comments:
- UCOR titles. These go in the UCOR title field only.
- Course Descriptions. The Core office posts all course descriptions on our Section Description webpage using the official descriptions we have on file.
- Minor codes (ex. WGST). Put those instead in comments to scheduler as they are not searchable in MySU.

Please adhere to the standard abbreviations and rules for printed comments indicated in the CLSS manual on the Registrar's website.

Comments to Scheduler:
Adhere to the standards in the CLSS manual for rooming requests and other information that goes in this field. Again, UCOR titles do not go here.

Many thanks, and please let us know if you have questions.