MEMORANDUM

TO: Department Chairpersons

FROM: Gina Crabtree, University Registrar

DATE: November 20, 2019

SUBJECT: SUMMER and FALL 2020 SCHEDULE BUILDING

The schedule of courses for summer and fall 2019 have been rolled forward into the Banner production system to facilitate the building of the summer and fall 2020 schedules. Classes with a part of term 1, 1S, F10, and S10, as well as 810 and 820 for summer, have been rolled. Any classes from one of the other parts of term have not been rolled. The part of term on the rolled sections can be changed if desired. 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 2020 will begin on November 25, 2019; however, each term has a separate deadline. Schedules for summer 2020 are due on January 10, 2020; schedules for fall 2020 are due on January 31, 2020. All master classroom forms and other requests related to classroom 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. Planning between the departments and any satellite locations should occur prior to the respective deadlines.

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.

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.

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

cc: Provost Muma
Carolyn Shaw
Linnea GlenMaye
David Wright
Academic Deans and Associate Deans
WSU West and South/Haysville