



MEMORANDUM

**TO:** Department Chairpersons  
**FROM:** Gina Crabtree, University Registrar  
**DATE:** November 21, 2022  
**SUBJECT:** SUMMER *and* FALL 2023 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 2023** 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](http://www.wichita.edu/schedulebuilding).

**Schedule building for both summer and fall 2023 is now open**; however, each term has a separate deadline. **Schedules for summer 2023 are due on January 6, 2023; schedules for fall 2023 are due on January 27, 2023.** 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.

This will be the first fall using full classroom optimization. Reminder that departments should only enter lab and specialty room assignments in Banner (see list on schedule building website).

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

As discussed at Academic Forum, a group has been formed to review instructional methods. If/when any changes are made to the codes or definitions, I will send those for your use on summer and fall schedules. ***Until then, the codes should be used as normal and any course using HYB should have a note entered on SSATEXT describing the plan for the hybrid instruction.*** Co-op, practicum, research and other such courses using HYB do not require these notes.

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 and Haysville