




**FIU**

Arts, Sciences  
& Education

# CASE General Schedulers' Mtg



Presented on:  
May 16, 2023

# ATTENTION

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1. Academic Affairs
  - a. Missing Primary Instructors in semesters Spring 2023 or earlier
  
2. Online Classes in Summer B or Fall 2023 with TBA Instructor
  - a. This impacts FIU Online's assignment of courses to Instructional Designers
    - i. If you know who can be given access to these canvas courses while the instructor of record is being credentialed and/or hired, please email: FIU Online Scheduling: [olschedule@fiu.edu](mailto:olschedule@fiu.edu)
  
3. Cancellations or Changes to Summer B or Fall 2023 classes w/ current enrollment
  - a. Please place on **Stop Further Enrollment** before submitting a ticket

# Meeting Agenda

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- Summer B 2023 and Fall 2023 Updates
- Class Permissions
- Spring 2024 Key-In Period
  - Dept. Scheduler To-Do List
  - Active Learning and Special Room Requests
- Expectations of CASE Offerings in Spring 2024
- Timeline after Key-In Closes
- Training and Resources

# Academic Calendars - Know Your Dates

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## Calendar 2022-2023

Includes Summer 2023 Dates: [Click Here to Download](#)

## Calendar 2023-2024

Includes Fall 2023, Spring 2024, & Summer 2024 Dates: [Click Here to Download](#)

# Summer B 2023 (TERM: 1235)

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## Low Enrollment Cancellations:

- Last day to cancel classes in Summer B is Wednesday, June 7, 2023
- Cancelling classes with 20+ students enrolled should be discussed with our office before informing students of cancellation

Classes begin on: Monday, June 19, 2023

- Last day for students to add/drop for Summer B: Monday, June 26, 2023

# Classes capped at zero in Summer 2023

We are monitoring classes capped at zero

These will be opened on orientation dates for students to enroll

The screenshot displays the 'Enrollment Control' interface for a specific class. The top navigation bar includes tabs for Basic Data, Meetings, Enrollment Cntrl (selected), Reserve Cap, Notes, Exam, LMS Data, GL Interface, and Register Alumn.

**Course Information:**  
Course ID: 016623, Course Offering Nbr: 1  
Academic Institution: Florida International Univ  
Term: Summer Term 2023, Undergrad  
Subject Area: ENC, English Composition  
Catalog Nbr: 1101, Writing and Rhetoric I

**Enrollment Control Details:**  
Session: 6W2, Summer B, Class Nbr: 50818  
Class Section: B52B, Component: Class, Event ID: 000272698  
Associated Class: 320, Units: 3.00, Lecture  
\*Class Status: Active

**Enrollment Settings:**  
Class Type: Enrollment, Enrollment Status: Closed  
\*Add Consent: No Special Consent Required  
\*Drop Consent: No Special Consent Required  
Requested Room Capacity: 24  
**Enrollment Capacity: 0** (highlighted in red)  
Wait List Capacity: 0  
Minimum Enrollment Nbr: 0

Additional options at the bottom include:  
1st Auto Enroll Section: [ ]  
2nd Auto Enroll Section: [ ]  
Resection to Section: [ ]  
 Auto Enroll from Wait List  
 Cancel if Student Enrolled

# Upcoming Orientation Dates for Students

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## (Summer B 2023) EARLY FALL FIRST-YEAR STUDENTS

May 17: MMC	June 1: MMC
May 18: MMC	June 13: MMC
May 22: MMC	June 15: BBC
May 23: MMC	
May 31: MMC (Honors College Only)	

## FALL FIRST-YEAR STUDENTS

May 31: MMC (Honors College Only)
July 18: BBC
July 25: MMC
August 14: MMC

# Fall 2023 - TERM: 1238

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Registration is currently open

## Low Enrollment Cancellations:

- **Tuesday, August 8th** - Last day to cancel classes with students enrolled in fall 2023
- Cancelling classes with 20+ students enrolled should be discussed with our office before informing students of cancellation

Classes begin on Monday, August 21, 2023

Last day for Students to Add/Drop: Monday, August 28, 2023



# Class Permissions - Refresher

Class Section Data

Session 1 Regular Academic Session Class Nbr 81598 Class Status Active  
Class Section B51 Class Type Enrollment Section  
Component Class Instructor  
Lecture

Student Specific Permissions

Defaults

Expiration Date 08/28/2023  
Permission Valid For

	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions

Class Permission Data

General Info | Permission | Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1				Not Used		08/28/2023	+	-


Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	Comments		
1				Not Used		08/28/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		+	-

Check the boxes for the specific overrides you are issuing to each student.

The default permission is **Consent Required**.

Use the Comments box

Permissions should only be assigned with the instructor's approval



Panthersoft Scheduler  
Key-In Period  
Term 1241 - Spring 2024

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Guidelines



# Spring 2024 (TERM: 1241) Key-In Period

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- Term (1241) Open now for Schedulers in PantherSoft
- Last day to edit Class Information in Panthersoft: Friday, June 23rd 2023

## What else is due on June 23rd?

- STEM Active Learning Large Lecture Room Requests via [OCM Helpdesk](#)  
Example: PG6, SASC, and PG5
- Special Room Requests via [OCM Helpdesk](#)  
Examples: Pedagogically Justified, Handicapped Instructors, Polycom
- [Recitation Forms](#) - classes that meet in breakout sessions
  - (typically offered in Psychology and Biology) - submit via email to [schedule@fiu.edu](mailto:schedule@fiu.edu) and [casesched@fiu.edu](mailto:casesched@fiu.edu)

# Special Room Requests & Active Learning Room Requests

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1241 Special Room Requests **Close** on Friday, June 23rd 2023

OCM HELPDESK  
LOGIN PORTAL  
[CLICK HERE](#)

FIU OCM HELPDESK			
Special Room Request			
<b>Basic Data</b>			
Term:	<input type="text"/>	Class Number:	<input type="text"/>
Session:	<input type="text"/>	Subject:	<input type="text"/>
College:	<input type="text"/>	Catalog:	<input type="text"/>
Campus:	<input type="text"/>	Section:	<input type="text"/>
Instructor ID:	<input type="text"/>	Back-To-Back:	<input type="checkbox"/>
Enrollment Capacity:	<input type="text"/>		
<b>Meeting Pattern</b>			
Standard Meeting Pattern <input checked="" type="radio"/>		Term: <input type="text"/>	Start Date: <input type="text"/>
Non-Standard Meeting Pattern <input type="radio"/>		Days: <input type="text"/>	End Date: <input type="text"/>
		Time: <input type="text"/>	
<b>Room Request</b>			
Room being Requested:	<input type="text"/>	Active Learning Classroom:	No <input type="text"/>
<b>Other</b>			
Scheduler Phone:	<input type="text"/>		
Pedagogical Reason:	<input type="text"/>		
Approver Comments:	<input type="text"/>		

# Preparing for Key-In

[Instructions on running the Class Schedule Query - CLICK HERE](#)

Query Name: CASE\_CLASS\_SCHEDULE\_MOD\_LIZ  
Returns all critical scheduling fields by Term  
Term Code: 1241

Review Course Scheduling Best Practices [CLICK HERE](#)

- How to delete course sections
- Required Course Scheduling Fields
- Class Notes Tips
- Combining and Uncombining Course Sections Instructions

# Spring 2024 Key-In Period Details

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What class information rolled over to Spring 2024?

- Meeting patterns (days/times)
- Instructors
- Combined section pairings
- Departmental lab spaces

What class information did not roll over to Spring 2024?

- Class Notes
- Room Characteristics
- Waitlist
- Reserve Capacity
- Classroom Assignments

# Standard Timeblocks

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**Download: [Standard Meeting Patterns - Fall & Spring](#)**

Guidelines for 3 credit, In-Person classes

Please adhere to standard START times for all other types of courses:

- 1 credit classes
- 4 credit classes
- Certified Hybrid classes

# Certified Hybrid & Online Live Certifications

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## Certified Hybrid:

- What is a Certified Hybrid Course at FIU? [Click Here](#)
- How to check if an instructor is certified: [List of Certified Hybrid Instructors - Click Here](#)
- [Contact Hours for Certified Hybrid Classes -Center for Advancement of Teaching \(CAT\) - Click Here](#)

## Online Live:

- How to check if an instructor is certified: [List of 'Certified Online Live' Instructors](#)

**\*Online Live and Certified Hybrid Classes should only be scheduled for 50% of the regular contact hours**



# Department Scheduler To-Do List

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Work with your faculty and your program leaders to identify:

- Which faculty will not be teaching in Spring 2024?
- Which class sections can be deleted?
- Which class sections need to be added?
- Which class sections need to be combined?
- Which faculty need a computer lab?
- Which faculty need special room requests? Active learning requests?
- Which classes need Department/Instructor Consent to Enroll?
- Which faculty/adjuncts will be teaching Certified Hybrid?

\*Communicate with your faculty about your upcoming deadline and the importance of faculty checking the accuracy of their schedule.

# Expectations of Spring 2024 CASE Offerings

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Maintain same number of online vs in-person classes

Adhere to standard timeblocks

Input all course offerings, including labs, thesis, indep. study sections by the deadline

Ensure that every faculty/adjunct on the Spring 2024 has verified their course schedule details before the deadline

# Timeline After Key-In Closes for Spring 2024

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## **June 2023-September 2023:**

- Spring 2024 Classroom assignments/Homeless Course Adjustments

## **July 2023 - August 2023**

- Expect Opening of Summer 2024 & Fall 2024 Schedule Key-In

## **October 2023**

- Student Registration Begins for Spring 2024

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# Spring 2024 Student Registration

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<b>Spring Term 2024 - Main Session</b>	<b>January 8 - April 27, 2024</b>
	<b>Finals Week: April 22 - April 27, 2024</b>
October 16 Monday	Class schedule available to all returning undergraduate and graduate students for Spring 2024 term
October 27 Friday	Continuing students may view their assigned enrollment appointments for the Spring 2024 term on their MyFIU student portal
October 31 - December 4 Tuesday - Monday	Official registration for degree-seeking students by assigned registration time and day
October 31 Tuesday	First day to apply for Spring 2024 term graduation
December 5 - January 7 Tuesday - Sunday	Open registration for degree-seeking students
January 4 Thursday	Non-degree seeking student registration begins
January 7 Sunday	Last day to register without incurring a \$100 late registration fee
January 8 Monday	Classes begin

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# Resources and Training

A short, horizontal blue line centered below the main title.

Manuals, Workshops, and Trainings

A decorative L-shaped line in a light blue color, starting from the bottom right and extending to the right of the subtitle.

# Our Website: [Casesched.fiu.edu](https://casesched.fiu.edu)

Need other resources?

Let us know. We will create them for you.

Email: [casesched@fiu.edu](mailto:casesched@fiu.edu)

Systems & Resources	
OCM Helpdesk	+
PantherSoft Campus Solutions	+
25Live Reservation	+
Oracle Business Intelligence (BI)	+
CASE Guidelines	+
CASE Overload Course Requests	+
Certified Hybrid Resources	+
Student Registration Resources	+

# PantherSoft Queries to Favorite

1. **CASE\_CLASS\_SCHEDULE\_MOD\_LIZ** – Main Scheduling Query for CASE
2. **VJJ\_CAS\_SCHEDULE\_W\_NOTES** – Review Class Notes and Free Format Topic Title
3. **LIZ\_CLASS\_ROSTER\_PLANS** -Returns student academic plans, subplans, emails, phones, etc
4. **FIU\_CAS\_ROSTER\_EMAIL\_DROP** - Students Dropped from a Cancelled Class
5. **FIU\_CASE\_RESRV\_CAP** - Shows all courses with reserve capacity restrictions
6. **FIU\_SR\_CLASS\_EXAM\_SCHEDULE** - Shows all Final Exam Dates/Times/Locations by Term

# CASE Enrollment Team

Submit all requests to [casesched@fiu.edu](mailto:casesched@fiu.edu)

## Areas of Expertise:

- OCM Tickets
- Classroom Availability
- 25Live and PantherSoft Inquiries

## Areas of Expertise:

- Global First Year (G1Y) Program Inquiries
- PantherSoft and Query Training
- MS Excel/BI Dashboards Training



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📍 CASE 418



# CASE Data Team

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Data Requests can be submitted to [Casedata@fiu.edu](mailto:Casedata@fiu.edu)



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