

# Unit Scheduling Contacts Meeting

Presented by  
Academic Programs  
Office for Teaching, Learning, and Assessment  
June 16, 2021



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

# College Scheduling Coordinators

## **Logistical Coordinator**

**Sarah Brower**

*(first contact)*

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## **Coordinator**

**Warren Flood**

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Master Schedule of Course Offerings  
webpage



# Distribution of Schedules & Deadlines

Pre- and post- roll schedules will be distributed as PDFs via email to print off and revise by hand in **red** pen or edit within Adobe using **red** text [please *do not* use the comments feature].

Semester	Schedules Distributed	Deadline to Submit Revisions
Spring 2022	Wednesday, June 16, 2021	Wednesday, July 14, 2021
Summer 2022	Wednesday, November 17, 2021	Wednesday, December 8, 2021
Autumn 2022	Wednesday, November 17, 2021	Wednesday, December 15, 2021

# Returning to Pre-COVID Processes:

## *Reminders*





The Logistical Scheduling Coordinator is NOT notified by the University or the College when course change requests and/or new courses are approved/finalized in curriculum.

It is the responsibility of the Unit Scheduling Contact to let the Logistical Scheduling Coordinator know when - as a result of approval in curriculum - something needs to be built, or a revision is needed.

# Examples:

## *Course Approvals*

- New course!
- Full term  7W1
- In Person  Distance Learning

# Returning to Pre-COVID Processes:

## *Reminders*

Faculty Instructors Staff TAs Students

Unit Scheduling Contact

Logistical Scheduling Coordinator



Faculty Instructors Staff TAs Students

Unit Scheduling Contact

Logistical Scheduling Coordinator



# Returning to Pre-COVID Processes:

## *Deadlines*

**Deadlines must be adhered to.**

Semester	Deadline to Submit Revisions
Spring 2022	Wednesday, July 14, 2021
Summer 2022	Wednesday, December 8, 2021
Autumn 2022	Wednesday, December 15, 2021

# Returning to Pre-COVID Processes:

## *Initial Revisions*

Spring 2022 Initial Revisions  
**DUE** Wednesday, **July 14**, 2021

Initial Revisions are when all unit revisions should be submitted, especially:

- Instruction Mode
- Session Length
- Room Preference (main campus or mid-west campus)
- Meeting Patterns (day/time)
- New Course Builds
- Minor Revisions



# Process Timeline

Initial revisions received.



Submitted revisions processed.



Registrar's Office limits access to scheduling system during mass placement of classrooms.





Access to scheduling system is reactivated  
three days before the schedule goes live  
in BuckeyeLink Class Search.



All instruction modes, session lengths, and meeting  
patterns should be finalized BEFORE the schedule goes  
live in Class Search.





After student enrollment has begun, changes will always impact students, so changes at that point are to be avoided.

- The addition of extra/new sections is the only major modification that should be transacted at this point.
- NO instruction modes, session lengths, locations, nor meeting patterns (day/time) are to be altered after student enrollment has started.
- Minor adjustments
  - Enrollment caps and instructors may be changed.





- After the session has begun, no major adjustments are to occur.
  - Minor adjustments only:
    - Enrollment caps and instructors may be changed.

# Items to check: *Session Code*

AUTUMN and SPRING	SUMMER	
<ul style="list-style-type: none"> <li>Regular = 1</li> <li>Session 1 = 7W1</li> <li>Session 2 = 7W2</li> </ul>	<ul style="list-style-type: none"> <li>Regular = 1S</li> <li>4 week session 1 = 4WS</li> <li>4 week session 2 = 4W2</li> <li>4 week session 3 = 4W3</li> </ul>	<ul style="list-style-type: none"> <li>6 week session 1 = 6W1</li> <li>6 week session 2 = 6W2</li> <li>8 week session 1 = 8W1</li> <li>8 week session 2 = 8W2</li> </ul>

Session	Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
1	ANIMSCI	2507	0010	15738	Chal/Opp Dairy Ind	Lecture	1	
Bldg: Animal Science Build    Room: 210    Days: W    Time: 03:00 - 05:05    GA: ASM    Instr: Eastridge, Maurice Le								
Class Enrl Cap: 25		Class Enrl Tot: 25		Class Wait Cap: 999		Class Wait Tot: 0		Class Min Enrl: 0
Class Equivalents: ANIMSCI2507/ANIMSCI347								

# Items to check: *Component*

Ensure that the proper component (Lecture, Laboratory, Recitation, Independent Study, Field Experience, Seminar, Workshop) are listed for each course.

Session	Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics											
1	ANIMSCI	2507	0010	15738	Chal/Opp Dairy Ind	Lecture	1												
Bldg:		Animal Science Build		Room:	210	Days:	W	Time:	03:00 - 05:05	GA:	ASM	Instr	Eastridge,Maurice Le						
Class Enrl Cap:		25		Class Enrl Tot:		25		Class Wait Cap:		999		Class Wait Tot:		0		Class Min Enrl:		0	
Class Equivalents:														ANIMSCI2507/ANIMSCI347					

# Items to check: *Location*

- List the campus preference: Mid-West campus or Main campus.
- Provide a list of preferred classrooms, if applicable.

Session	Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
1	ANIMSCI	2507	0010	15758	Chai/Opp Dairy Ind	Lecture	1	
Bldg: Animal Science Build    Room: 210					Days: W	Time: 03:00 - 05:05	GA: ASM	Instr Eastridge,Maurice Le
Class Enrl Cap:25		Class Enrl Tot:25		Class Wait Cap:999		Class Wait Tot:0	Class Min Enrl:0	
Class Equivalents: ANIMSCI2507/ANIMSCI347								

## Items to check: *Location*

- Scheduling classrooms even on Mid-West campus is more competitive than ever.
- Watts Hall and MacQuigg Laboratory are scheduled to be renovated through 2024.
  - As of **AU21** – no classes scheduled in Watts.
  - For **SP22** – no classes may be scheduled in MacQuigg and/or in Watts.
  - Alternate Rooms are Cockins Hall 240 & Journalism Building 360.



# Example:

## *Location Change*

Session	Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
1	ENTMLGY	2400H	0010	3033	Evaluate Evidence	Lecture	3	
	Bldg: <del>TBA</del>	<i>ENARSON 214</i>			Room: <del>TBA</del>	Days: TuTh	Time: 03:55 - 05:15	GA: NSM Instr Raczkowski, Joe Martin
		<i>if possible</i>			Class Enrl Cap: 25	Class Enrl Tot: 0	Class Wait Cap: 999	Class Wait Tot: 0
							Class Min Enrl: 0	
1	ENTMLGY	3330	0010	1740	Social Insects	Lecture	3	
	Bldg: <del>Animal Science Bldg</del>	<i>Pool classroom on main campus</i>			Room: <del>210</del>	Days: MWF	Time: 10:20 - 11:15	GA: ASM Instr Raczkowski, Joe Martin
		Class Enrl Cap: 45	Class Enrl Tot: 0	Class Wait Cap: 999	Class Wait Tot: 0	Class Min Enrl: 0		
		Class Equivalents: ENTMLGY3330/ENTOMOL333						

# Items to check: *Day(s) and Time(s)*

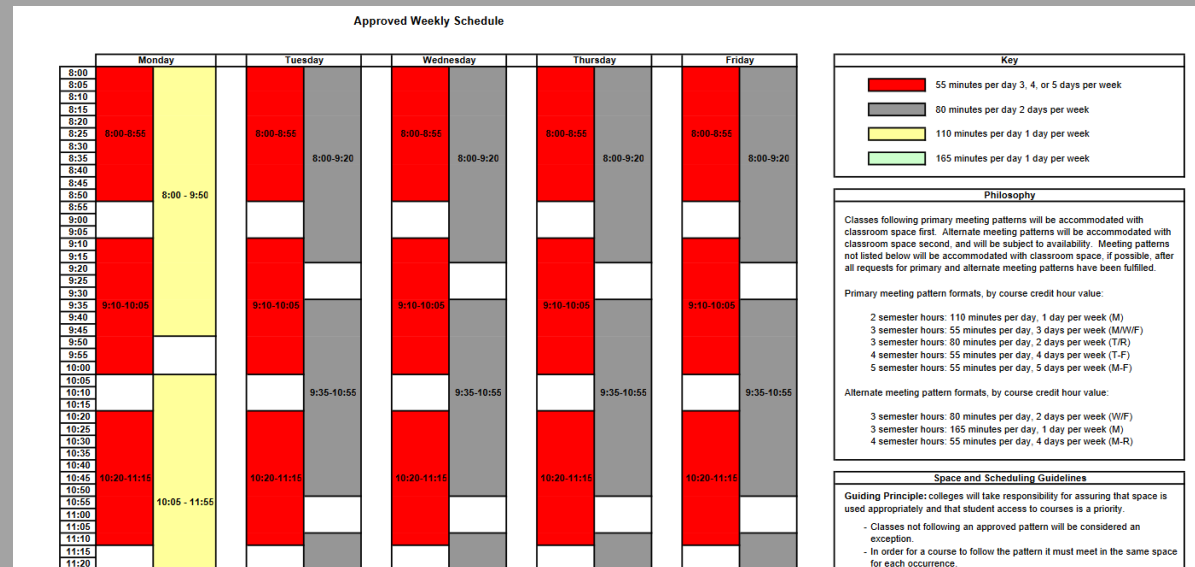
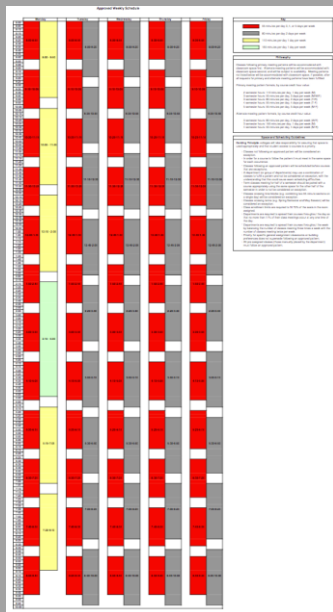
## Days and Times of course (Meeting Patten)

- Day(s) and Time(s) are **required** to be listed for all undergraduate and graduate lectures, labs, recitations, and seminars.
- Day(s) and Time(s) are **not** required to be listed for independent studies, and field experiences.

Session	Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics		
1	ANIMSCI	2507	0010	15738	Chal/Opp Dairy Ind	Lecture	1			
Bldg: Animal Science Build			Room: 210		Days: WTime: 03:00 – 05:05		GA: ASM Instr Eastridge,Maurice Le			
Class Enrl Cap: 25		Class Enrl Tot: 25		Class Wait Cap: 999		Class Wait Tot: 0		Class Min Enrl: 0		
Class Equivalents: ANIMSCI2507/ANIMSCI347										

# Items to check: *Day(s) and Time(s)*

Listed start time must be an approved start time, unless an exception has been made, for example a 2:30 PM start time for ANIMSCI 2401 at the Equine Center.



# Example:

## Day(s) and Time(s) Change

1

HCS

5460

0010

2584

Fruit Physiol/Prod.

Lecture

3

Bldg: Kottman Hall

Room: ~~333C~~ 334

Days: ~~TuTh~~ MW

Time: ~~12:40 - 02:00~~ 220-340 PM

GA: DPT Instr Scheerens, Joseph Carl

Class Enrl Cap: 30

Class Enrl Tot: 0

Class Wait Cap: 999

Class Wait Tot: 0

Class Min Enrl: 0

Class Equivalents: HCS5460/HCS460

Columbus meets in KH 333C]

Wooster meets in ~~Courley 102~~ Williams 109

1

HCS

5460

1010

2583

Fruit Physiol/Prod

Lecture

3

Bldg: Kottman Hall

Room: ~~333C~~ 334

Days: ~~TuTh~~ MW

Time: ~~12:40 - 02:00~~ 220-340

GA: DPT Instr Scheerens, Joseph Carl

Class Enrl Cap: 30

Class Enrl Tot: 0

Class Wait Cap: 999

Class Wait Tot: 0

Class Min Enrl: 0

Class Equivalents: HCS5460/HCS460

Columbus meets in KH 333C]

Wooster meets in ~~Courley 102~~ Williams 109

1

HCS

5460

101W

2883

Fruit Physiol/Prod

Lecture

3

Bldg: Kottman Hall

Room: ~~333C~~ 334

Days: ~~TuTh~~ MW

Time: ~~12:40 - 02:00~~ 220-340

GA: DPT Instr Scheerens, Joseph Carl

Class Enrl Cap: 10

Class Enrl Tot: 0

Class Wait Cap: 999

Class Wait Tot: 0

Class Min Enrl: 0

Class Equivalents: HCS5460/HCS460

Columbus meets in KH 333C]

Wooster meets in ~~Courley 102~~ Williams 109

# Items to check: *Instructor*

- Instructor name, provide OSU name.# for instructor modifications.
- For courses xx89, x193, x999, etc, when adding and dropping instructors, mark as many of those changes as instructor changes rather than requesting a completely new section addition.

Session	Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
1	ANIMSCI	2507	0010	15738	Chal/Opp Dairy Ind	Lecture	1	
Bldg: Animal Science Build			Room: 210		Days: W	Time: 03:00 - 05:05		GA: ASM
Class Enrl Cap: 25		Class Enrl Tot: 25			Class Wait Cap: 999		Class Wait Tot: 0	
Class Min Enrl: 0								
Class Equivalents: ANIMSCI2507/ANIMSCI347								

# Example:

## Instructor Change

Session	Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
1	ASE	4998	0030	2182	UG Research	Independent Study	1 - 10	
	Bldg:	TBA	Room:	TBA	Days:	TBA	Time:	12:00 - 12:00
	GA:	DPT	Instr:	Scheer, Scott D KITCHEL, R. ✓				
	Class Enrl	Cap: 20	Class Enrl	Tot: 0	Class Wait	Cap: 999	Class Wait	Tot: 0
	Class Min Enrl:	0						
1	ASE	4998	0040	2183	UG Research	Independent Study	1 - 10	
	Bldg:	TBA	Room:	TBA	Days:	TBA	Time:	12:00 - 12:00
	GA:	DPT	Instr:	Whittington, Melena Sue				
	Class Enrl	Cap: 20	Class Enrl	Tot: 0	Class Wait	Cap: 999	Class Wait	Tot: 0
	Class Min Enrl:	0						
1	ASE	4999	0010	2184	Res Distinction	Independent Study	1 - 6	
	Bldg:	TBA	Room:	TBA	Days:	TBA	Time:	12:00 - 12:00
	GA:	DPT	Instr:	Birkenholz, Robert James FILSON, S. ✓				
	Class Enrl	Cap: 20	Class Enrl	Tot: 0	Class Wait	Cap: 999	Class Wait	Tot: 0
	Class Min Enrl:	0						
1	ASE	4999	0030	2185	Res Distinction	Independent Study	1 - 6	
	Bldg:	TBA	Room:	TBA	Days:	TBA	Time:	12:00 - 12:00
	GA:	DPT	Instr:	Scheer, Scott D KITCHEL, R. ✓				
	Class Enrl	Cap: 20	Class Enrl	Tot: 0	Class Wait	Cap: 999	Class Wait	Tot: 0
	Class Min Enrl:	0						
1	ASE	4999	0040	2186	Res Distinction	Independent Study	1 - 6	
	Bldg:	TBA	Room:	TBA	Days:	TBA	Time:	12:00 - 12:00
	GA:	DPT	Instr:	Whittington, Melena Sue				
	Class Enrl	Cap: 20	Class Enrl	Tot: 0	Class Wait	Cap: 999	Class Wait	Tot: 0
	Class Min Enrl:	0						
1	ASE	5193	0010	2187	Ind Studies	Independent Study	1 - 3	
	Bldg:	TBA	Room:	TBA	Days:	TBA	Time:	12:00 - 12:00
	GA:	DPT	Instr:	Birkenholz, Robert James FILSON, S. ✓				
	Class Enrl	Cap: 20	Class Enrl	Tot: 0	Class Wait	Cap: 999	Class Wait	Tot: 0
	Class Min Enrl:	0						
1	ASE	5193	0030	2188	Ind Studies	Independent Study	1 - 3	
	Bldg:	TBA	Room:	TBA	Days:	TBA	Time:	12:00 - 12:00
	GA:	DPT	Instr:	Scheer, Scott D KITCHEL, R. ✓				
	Class Enrl	Cap: 20	Class Enrl	Tot: 0	Class Wait	Cap: 999	Class Wait	Tot: 0
	Class Min Enrl:	0						

# Example:

## Add Sections

1	FDSCTE	8193	1070	2246	Individual Studies	Independent Study	1 - 3		
Bldg:	TBA	Room:	TBA	Days:	TBA	Time: 12:00 - 12:00	GA: DPT Instr Knipe, Curtis Lynn		
Class Enrl Cap:	10	Class Enrl Tot:	0	Class Wait Cap:	999	Class Wait Tot:	0	Class Min Enrl:	0
Class Equivalents:	FDSCTE8193/FDSCTE993								
Add sections of 8193 for Cooperstone.1, Klein.663, Kowdyk.1, Synder.814									

# Items to check: *Enrollment Cap*

- Enrollment cap must be **at or below** the room capacity.
- To see room capacities, view our [Listing of Spaces](#).

Session	Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics		
1	ANIMSCI	2507	0010	15738	Chal/Opp Dairy Ind	Lecture	1			
Bldg:		Animal Science Build		Room:	210	Days:	W	Time:	03:00 - 05:05	
								GA:	ASM	Instr Eastridge, Maurice Le
Class Enrl Cap:		25		Class Enrl Tot:		25		Class Wait Cap:		999
								Class Wait Tot:		0
								Class Min Enrl:		0
ANIMSCI2507/ANIMSCI347										



# Items to check: *Enrollment Cap*

- Total combined cap vs. individual section cap.
- **Total combined cap** = the enrollment cap set for the combined section. The combined section is comprised of cross-listed sections, Wooster and Columbus sections, and/or undergraduate and graduate sections.
- **Individual sections caps** = the enrollment cap set for each stand-alone section.

# Example 1:

## *Total Combined Enrollment Cap*

Total Combined Cap for the <b>Combined Section</b>	<b>30</b>
Individual Enrollment Cap for <b>Section 1</b>	30
Individual Enrollment Cap for <b>Section 2</b>	30

## Example 2:

### *Total Combined Enrollment Cap*

Total Combined Cap for the <b>Combined Section</b>	<b>30</b>
Individual Enrollment Cap for <b>Section 1</b>	30
Individual Enrollment Cap for <b>Section 2</b>	15

# Example 3:

## *Total Combined Enrollment Cap*

Total Combined Cap for the <b>Combined Section</b>	<b>30</b>
Individual Enrollment Cap for <b>Section 1</b>	15
Individual Enrollment Cap for <b>Section 2</b>	15

# Items to check:

## *Wooster and Columbus*

Identify courses needing Wooster sections in addition to Columbus sections.

- This includes research hours and individual studies.

Session	Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
7W1	PLNTPTH	5030	1010	15892	Plant Nematology	Lecture	2	
						(Hybrid Delivery)		
					<b>Bldg:</b> Kottman Hall	<b>Room:</b> 447	<b>Days:</b> WF	<b>Time:</b> 09:10 - 11:15 Videolink to Selby 213
					<b>GA:</b>	<b>DPT</b>	<b>Instr</b>	Taylor, Christopher Go
					<b>Class Enrl Cap:</b> 26	<b>Class Enrl Tot:</b> 1	<b>Class Wait Cap:</b> 999	<b>Class Wait Tot:</b> 0
					<b>Class Min Enrl:</b> 0			
					<b>Combined Section ID:</b> 0004(PLNTPTH 5030) - PLNTPTH 5030(#15891), PLNTPTH 5030(#16840)			
					Video link to Selby 213			
7W1	PLNTPTH	5030	101W	16840	Plant Nematology	Lecture	2	
						(Hybrid Delivery)		
					<b>Bldg:</b> Kottman Hall	<b>Room:</b> 447	<b>Days:</b> WF	<b>Time:</b> 09:10 - 11:15 Videolink to Selby 213
					<b>GA:</b>	<b>DPT</b>	<b>Instr</b>	Taylor, Christopher Go
					<b>Class Enrl Cap:</b> 30	<b>Class Enrl Tot:</b> 4	<b>Class Wait Cap:</b> 999	<b>Class Wait Tot:</b> 0
					<b>Class Min Enrl:</b> 0			
					<b>Combined Section ID:</b> 0004(PLNTPTH 5030) - PLNTPTH 5030(#15891), PLNTPTH 5030(#15892)			
					This lecture section is conducted on the Wooster campus and video-linked with the Columbus campus			

# Wooster Sections

- Location Code = Location (below) = where the course is actually **meeting**, not the campus offering the course.
- Campus of Offering = Campus/Catalog = the campus responsible for the master scheduling catalog of the courses.

Session	Subject	Catalog Nbr	Location	Class Nbr	Course Title	Component	Units	Topics
7W1	PLNTPTH	5030	1010	15892	Plant Nematology	Lecture (Hybrid Delivery)	2	
Bldg:		Kottman Hall		Room:	447	Days:	WF	Time: 09:10 - 11:15 Videolink to Selby 213
GA:		DPT		Instr Taylor,Christopher G				
Class Enrl Cap:		26		Class Enrl Tot:		1		Class Wait Cap:999
Class Wait Tot:		0		Class Min Enrl:		0		
Combined Section ID: 0004(PLNTPTH 5030) - PLNTPTH 5030(#15891), PLNTPTH 5030(#16840)								
Video link to Selby 213								
7W1	PLNTPTH	5030	101W	16840	Plant Nematology	Lecture (Hybrid Delivery)	2	
Bldg:		Kottman Hall		Room:	447	Days:	WF	Time: 09:10 - 11:15 Videolink to Selby 213
GA:		DPT		Instr Taylor,Christopher G				
Class Enrl Cap:		30		Class Enrl Tot:		4		Class Wait Cap:999
Class Wait Tot:		0		Class Min Enrl:		0		
Combined Section ID: 0004(PLNTPTH 5030) - PLNTPTH 5030(#15891), PLNTPTH 5030(#15892)								
This lecture section is conducted on the Wooster campus and video-linked with the Columbus campus								

# Wooster Sections

Any **graduate** courses (5000 and up) that need a Wooster section, will be listed in the Columbus course catalog.

- the Campus (of offering) will be set as Columbus, with a location (code) of Wooster (CS-WOOSTER).
- The location (code) of CS-WOOSTER toggles off the Columbus Campus associated fees with the Registrar's office.

# Items to check: *Instruction Mode*

Instruction Mode – Temporary approvals expired at the end of AU21.

## In Person

# Distance Learning

## Hybrid Delivery

Session	Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
1	ENR	3600	0010	16507	Mgmt Public Lands	Lecture	2	
	Bldg: Howlett Hall		Room: 164	Days: MW	Time: 11:30 - 12:25		GA: DPT	Instr Ascher, Timothy James
	Class Enrl Cap: 90		Class Enrl Tot: 60		Class Wait Cap: 999		Class Wait Tot: 0	
	Class Min Enrl: 0							
	Class Equivalents: ENR3600/ENR340							
1	ANIMSCI	3150	0010	15748	Animal Genetics	Lecture	3	
	Bldg: ONLINE		Room:	Days: TBA	Time: 12:00 - 12:00		GA: DPT	Instr Davis, Michael E
	Class Enrl Cap: 175		Class Enrl Tot: 106		Class Wait Cap: 999		Class Wait Tot: 0	
	Class Min Enrl: 0							
	Class Equivalents: ANIMSCI3150/ANIMSCI320							
7W1	PLNTPTH	5030	1010	15892	Plant Nematology	(Hybrid Delivery)	2	
	Bldg: Kottman Hall		Room: 447	Days: WF	Time: 10:00 - 11:00		GA: DPT	Instr Taylor, Christopher G
	Class Enrl Cap: 26		Class Enrl Tot: 1		Class Wait Cap: 999		Class Wait Tot: 0	
	Class Min Enrl: 0							
	Combined Section ID: 0004(PLNTPTH 5030) - PLNTPTH 5030(#15891), PLNTPTH 5030(#16840)							
	Video link to Selby 213							

Instruction Mode	Description	Percentage of formalized instruction required to be completed at a distance	Percentage of formalized instruction required to be completed in person
DL	Distance Learning	100%	0%
DH	Distance Enhanced	75 to 99%	1 to 24%
HY	Hybrid Delivery	25 to 74%	25 to 74%
P	In Person	0% to 24%	75 to 100%



# Example:

## *Instruction Mode Change*

Session	Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
1	FDSCTE	1150	0010	3439	Caffeine Sci	Lecture	1	
Bldg: <del>TBA</del> Online DL      Room: <del>TBA</del> Days: <del>TBA</del> Time: <del>TBA</del> online      GA: DPT      Instr Pohlschneider, Mary Kay								
Class Enrl Cap: 500		Class Enrl Tot: 0		Class Wait Cap: 99		Class Wait Tot: 0		Class Min Enrl: 0

# Items to check: *5000 Level Courses*

5000 level courses – are both undergrad and graduate sections needed (a.k.a. combined sections)?

- Are both Columbus and Wooster sections needed?

Session	Subject	Catalog Nbr	Section Nbr	Class Nbr	Course Title	Component	Units	Topics
1	ANIMSCI	5033	0010	15801	Feed Mgmt Rec Dair	Lecture	3	
<b>Bldg:</b> Kottman Hall <b>Room:</b> 116 <b>Days:</b> WF <b>Time:</b> 08:30 - 09:50 <b>GA:</b> NSM <b>Instr:</b> Eastridge,Maurice Ler								
<b>Class Enrl Cap:</b> 25 <b>Class Enrl Tot:</b> 9 <b>Class Wait Cap:</b> 999 <b>Class Wait Tot:</b> 0 <b>Class Min Enrl:</b> 0								
<b>Class Equivalents:</b> ANIMSCI5033/ANIMSCI630.03								
<b>Combined Section ID:</b> 4534(ANIMSCI 5033) - ANIMSCI 5033(#15802)								
1	ANIMSCI	5033	1010	15802	Feed Mgmt Rec Dair	Lecture	3	
<b>Bldg:</b> Kottman Hall <b>Room:</b> 116 <b>Days:</b> WF <b>Time:</b> 08:30 - 09:50 <b>GA:</b> NSM <b>Instr:</b> Eastridge,Maurice Ler								
<b>Class Enrl Cap:</b> 25 <b>Class Enrl Tot:</b> 3 <b>Class Wait Cap:</b> 999 <b>Class Wait Tot:</b> 0 <b>Class Min Enrl:</b> 0								
<b>Class Equivalents:</b> ANIMSCI5033/ANIMSCI630.03								
<b>Combined Section ID:</b> 4534(ANIMSCI 5033) - ANIMSCI 5033(#15801)								

# Adding a New Course

AGSYSMT 4900 0810	Capstone I	Lecture
Bldg: Kottman Hall Room: 104	Days: M W	Time: 08:00 - 08:55
Class Enrl Cap: 40		Instr. Mann.309, Andrew Britt.56, Anastasia

## Information needed for a new course:

- Session
- Subject Area
- Catalog Number
- Campus
- Component
- Instruction Mode
- Facility ID (Location)
- Days
- Start Time
- End Time
- Instructor First and Last Name.#
- Instructor Role
- Instructor Access
- Enrollment Cap

# Cancelled Course

When **no** students are enrolled, will proceed to cancel the class.

When students **are** enrolled, the Unit will need to contact the enrolled students to inform them of the cancellation, before the course may officially be cancelled within SIS.

# Relocated Courses

Please notify our office when moving a course's meeting location, even if it is internal to another space within the Unit.

SIS must accurately reflect where classes are being conducted.

# General Modification Requests via Email

General schedule modification requests may be submitted via email to [brower.31@osu.edu](mailto:brower.31@osu.edu)

## Required Information:

- Term (Semester)
- Session
- Subject Area
- Catalog Number
- Class Number
- Modification Information

# Instructor Modification Requests via Email

Instructor modification requests may be submitted via email to [brower.31@osu.edu](mailto:brower.31@osu.edu)

## Required Information:

- Term (Semester)
- Session
- Subject Area
- Catalog Number
- Class Number
- Instructor's First Name Last Name.# to be REMOVED  
(if applicable) *Example: Becky Buckeye.123*
- Instructor's First Name Last Name.# to be ADDED  
*Example: Becky Buckeye.123*
- Instructor Role (Primary Instructor, Teacher's Assistant, etc.)
- Instructor Access (Post, Grade, Approve)

# New Course Addition Requests via Email

New course addition requests may be submitted via email to [brower.31@osu.edu](mailto:brower.31@osu.edu)

## Required Information:

- Session
- Subject Area
- Catalog Number
- Campus
- Component
- Instruction Mode
- Facility ID (Location)
- Days
- Start Time
- End Time
- Instructor First and Last Name.#
- Instructor Role
- Instructor Access
- Enrollment Cap

# Video Conference Equipped Rooms

- Scheduling of Kottman Hall 244 and Research Services 130: classes vs. events and activities
- CFAES's [Listing of Spaces](https://students.cfaes.ohio-state.edu/academics/teaching-learning-and-assessment/event-space-reservations-0).
  - <https://students.cfaes.ohio-state.edu/academics/teaching-learning-and-assessment/event-space-reservations-0>



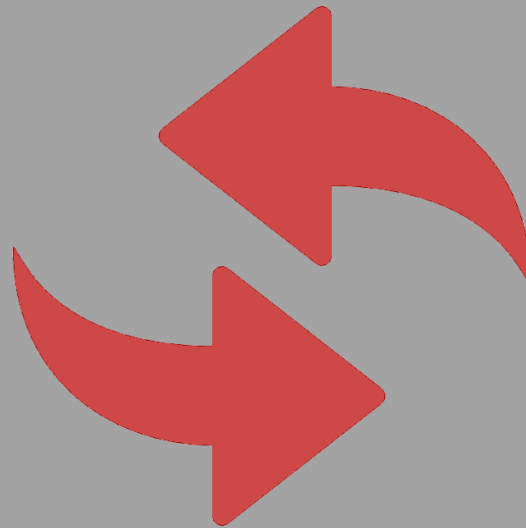
# Event Scheduling

- Online Space Reservation Request Form
- Online Listing of Spaces
  - <https://students.cfaes.ohio-state.edu/academics/teaching-learning-and-assessment/event-space-reservations-0>
- Agr Admin Building Auditorium



# Turn Around Times

Please allow up to two business days for the Logistical Scheduling Coordinator to process your scheduling requests.



# Discussion + Q & A

[illegible]

# To This

## Search for Classes

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### Search Results

The Ohio State University | Autumn 2021

The following classes match your search criteria Course Subject: Food, Agriculr, & Enviro Sci., Show Open Classes Only, Yes

Open
 Closed
 Wait List

**All class waitlists closed**

<b>FACS 1100 Introduction to Ohio State University and Food, Agricultural and Environmental Sciences</b>						
<b>Class #</b>	<b>CRN/LAC#</b>	<b>Days &amp; Times</b>	<b>Room</b>	<b>Instructor</b>	<b>Meeting Dates</b>	<b>Status</b>
2569	0015-LAC# 268A001.1	We 3:00PM - 3:55PM	Online	Sarah Williams	09/24/2021 - 10/19/2021	
Notes: This is a combined section class						
<b>Class #</b>	<b>Section</b>	<b>Days &amp; Times</b>	<b>Room</b>	<b>Instructor</b>	<b>Meeting Dates</b>	<b>Status</b>
2569	0020-FRC# 268A001.1	We 1:00PM - 2:45PM	Howell Hall 116	Sarah Williams	09/24/2021 - 10/19/2021	
<b>Class #</b>	<b>Section</b>	<b>Days &amp; Times</b>	<b>Room</b>	<b>Instructor</b>	<b>Meeting Dates</b>	<b>Status</b>
2569	0030-FRC# 268B001.1	We 3:00PM - 3:55PM	Howell Hall 116	Sarah Williams	09/24/2021 - 10/19/2021	
<b>Class #</b>	<b>Section</b>	<b>Days &amp; Times</b>	<b>Room</b>	<b>Instructor</b>	<b>Meeting Dates</b>	<b>Status</b>
2569	0040-FRC# 268C001.1	We 4:00PM - 5:55PM	Howell Hall 116	Sarah Williams	09/24/2021 - 10/19/2021	
<b>Class #</b>	<b>Section</b>	<b>Days &amp; Times</b>	<b>Room</b>	<b>Instructor</b>	<b>Meeting Dates</b>	<b>Status</b>
2569	0050-FRC# 268D001.1	Fr 5:00PM - 2:45PM	Agriculture Admin Bldg 100	Sarah Williams	09/24/2021 - 10/19/2021	
<b>Class #</b>	<b>Section</b>	<b>Days &amp; Times</b>	<b>Room</b>	<b>Instructor</b>	<b>Meeting Dates</b>	<b>Status</b>
2569	0060-FRC# 268E001.1	Fr 3:00PM - 3:55PM	Agriculture Admin Bldg 100	Sarah Williams	09/24/2021 - 10/19/2021	
<b>Class #</b>	<b>Section</b>	<b>Days &amp; Times</b>	<b>Room</b>	<b>Instructor</b>	<b>Meeting Dates</b>	<b>Status</b>
2569	0090-LAC# 268F001.1	We 3:00PM - 3:55PM	Koffman Hall 1001	Paul Hemberger	09/24/2021 - 10/19/2021	
<b>Class #</b>	<b>Section</b>	<b>Days &amp; Times</b>	<b>Room</b>	<b>Instructor</b>	<b>Meeting Dates</b>	<b>Status</b>
2569	0100-FRC# 268G001.1	TBA	Online	Paul Hemberger	09/24/2021 - 10/19/2021	

# To THIS



*Thank You  
For All That You Do!*