

Master Schedule of Course Offerings Revision Process

The process for revising the Master Schedule of Course Offerings begins when the CFAES Primary Logistical Scheduling Coordinator from the Office for Teaching, Learning, and Assessment emails the Unit Scheduling Coordinators a PDF copy of their unit's pre-roll and post-roll Schedule of Classes for the appropriate term (semester). Next, the Unit Scheduling Coordinator will:

1. Print off the PDF **single** sided.
2. Review each course for accuracy. Any changes should be marked in **red** on the hard copy of the Master Schedule. Things to check for:
 - a. Instructor changes:
 - i. List the new instructor's name as First Last.# (example: Brutus Buckeye.123)
 - b. Access Type:
 - i. Post – highest level of access, can enter and post grades
 - ii. Approve – can enter and approve already entered grades, but not post
 - iii. Grade – can enter, but not post
 - c. Distance Education:
 - i. Identify distance education courses as follows:
 1. DL (distance learning)
 2. DH (distanced enhanced)
 3. HY (hybrid delivery)
 4. P (in person)
 5. See Distance Education Definitions in Resources above.
 - d. Wooster vs. Columbus
 - i. Identify which sections are Wooster versus Columbus sections, including research and individual studies.
 - e. 5000 level courses
 - i. are both undergrad and graduate sections needed?
 - ii. Are both Columbus and Wooster sections needed?
 - f. New courses
 - i. Please include the following information:
 1. Term
 2. Course
 3. Session
 4. Location
 5. Meeting start and end times
 6. Meeting days
 7. Instructor
 8. Enrollment capacity
 9. Special items (instructor consent, notes regarding meeting pattern or facility)
 - g. Don't forget to include courses like 4193, 4999, 4999H, 7999, 8193, 8999

3. Once the Schedule of Classes has been reviewed and all changes marked in red pen, the Unit Scheduling Coordinator will submit to the CFAES Primary Logistical Scheduling Coordinator by:
 - a. **Emailing** a scanned PDF to brower.31@osu.edu **OR**
 - b. **Mailing** the hard copy via Campus Mail to Sarah Brower, 100 Agricultural Administration Building

4. **REMEMBER:**
 - a. **Once student enrollment begins:** No location or meeting days/times can be changed. Only minor adjustments can be made, such as enrollment caps and instructors. Cancelling classes can be done as long as enrolled students are notified and instructed to drop the class, it is the student's responsibility to drop the class. A class cannot be cancelled until each enrolled student has dropped the class.
 - b. **Once the session has begun:** Only minor adjustments, such as enrollment caps and instructors can be made. Inform our office if the need to cancel a class or moving a meeting location arises.

Once the CFAES Primary Logistical Scheduling Coordinator has received the unit's revisions, she will make the changes in SIS and will reach out if any questions or issues arise.

Should the Unit Scheduling Coordinators have questions in the meantime, they may email brower.31@osu.edu.