

After the course is created, what is next?

Proprietary Rooms: Department owned rooms, studio and lab spaces. Large room requests are reviewed, making sure there isn't any duplicate requests and to make sure not one school or college dominates the large rooms Dates and times AM and PM on courses are doubled checked. Anything that looks odd. Review off-grid courses

Pre-Optimization: Reports are reviewed, enrollment vs room cap, large room requests, etc.

Optimization: EMS, Event Management System, finds the best room for each course by looking at the estimated enrollment and requested room for each course. Please don't make any course adjustments during this time. Your access will be shut off during this time. This will help get the best results for when we begin optimizing fall courses. This usually takes 5 days. On-grid courses have prioritization. Once we have finished optimization all room changes will need to be emailed to me directly. We use two EMS systems, AHEC and CU Denver. AHEC EMS runs the optimization and EMS has CCD, MSU Denver and CU Denver course locations that the campus police use. Once optimization is complete, courses are reviewed, changes are made, usually about a month we published courses into CU Denver EMS. After we publish into CU Denver EMS, all room changes have to be made in both systems, AHEC EMS and CU Denver EMS.

Post Publish Review: Reports are ran to make sure everything looks correct and making sure they have the same room for each meeting pattern. Courses that were not roomed by EMS will be manually roomed. Once this has been completed, courses are published courses into CU SIS. The room will appear in the facility id field in CU SIS under Schedule Class Meetings or Maintain Schedule of Classes. **All room changes must be emailed to me directly after we publish all rooms assignments in CU SIS.** If you are changing the meeting pattern dates or times, remove the facility id and click save. This will help when I run my unroom report the course will show up and I will know the course needs a room. Reports are ran daily that will catch all new courses that have been added that need a room and all cancelled courses.

Courses Posted in SIS- Courses can now be reviewed by coordinators.

Time Grid: <https://www.ucdenver.edu/registrar/faculty-and-staff-resources/curriculum-management#ac-rooming-resources-2>

Rooming Resources

[Building Abbreviations](#)

[Campus Maps](#)

[Classroom Scheduling FAQ](#)

[General Assignment Classrooms](#)

[Rooming Quick Reference](#)

[Time Grid - Class Scheduling Time Grid](#)

Classroom Scheduling Dates:

Spring 2024 Semester:

September 22, 2023 Room preferences are entered due date

September 25-September 29, 2023 Pre-Optimization

October 2-6, 2023 Optimization/Publish- **Please don't make any course adjustments during this time**

October 9-13, 2023 Post Publish Review

October 23, 2023 Classrooms are Posted in SIS

November 1, 2023 (tentative) Student Registration Begins

December 11, 2023 (tentative) When academic courses are completely roomed, classrooms are released to academic programs

Maymester/Summer 2024 Semester:

January 15, 2024 Room preferences are entered due date

January 15-19, 2024 Pre-Optimization

January 22-26, 2024 Optimization/Publish- **Please don't make any course adjustments during this time**

January 29-February 2, 2024 Post Publish Review

February 5, 2024 Classrooms are Posted in SIS

March 1, 2024 (tentative) Student Registration Begins

April 12, 2024 (tentative) When academic courses are completely roomed, classrooms are released to academic programs

Fall 2024 Semester:

February 16, 2024 Room preferences are entered due date

February 19-23, 2024 Pre-Optimization

February 26 –March 1, 2024 Optimization/Publish- **Please don't make any course adjustments during this time**

March 4-8, 2024 Post Publish Review

March 15, 2024 Classrooms are Posted in SIS

April 1, 2024 (tentative) Student Registrations Begins **May 24, 2024** (tentative) When academic courses are completely roomed, classrooms are released to academic programs

Assign room preferences: In the facility id field, the following can be added. Add your proprietary rooms, department owned space (labs, conference rooms, studio space). Add your large rooms preferences. If your course is online add DONLINE, if the course is remote add DZOOM.

Student Records Schedule Class Meeting

Meetings | Enrollment Cntrl | Exam

Course ID 125096 Course Offering Nbr 1
 Academic Institution CU Denver
 Term Fall 2023 CU Denver UGRD
 Subject Area BIOL Biology
 Catalog Nbr 3225 Human Physiology

Class Sections

Session DMR Regular Semester (Den) Class Nbr 16198
 Class Section L04 Component Laboratory Event ID 000327483
 Associated Class 1 Units 4.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
DSCIB2101	24	W	3:30PM	6:15PM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/21/2023 - 12/16/2023

D_SCIB 2101 Topic ID Free Format Topic

Roll Facility ID: Print Topic On Transcript Contact Hours

Enrollment vs Room Request:

It is important that room capacity and enrollment caps match, so I encourage course coordinators to be mindful of this when building classes. I will also double check and make sure this occurs. For example; Enrollment 20, Requested Room Capacity 20. The only exception is MSU Denver pooled courses and crosslisted courses.

If the instructor wants to allow 5 people off the waitlist, then the waitlist number should be included in the enrollment number and requested room capacity number. Again the numbers should match. If the numbers don't match, I will send you an email listing your courses with the enrollment and request room capacity numbers. Please make the adjustments in CU SIS to make sure both numbers match.

Meetings | Enrollment Cntrl | Exam

Course ID 125096 Course Offering Nbr 1
 Academic Institution CU Denver
 Term Fall 2023 CU Denver UGRD
 Subject Area BIOL Biology
 Catalog Nbr 3225 Human Physiology

Enrollment Control

Session DMR Regular Semester (Den) Class Nbr 16198
 Class Section L04 Component Laboratory Event ID 000327483
 Associated Class 1 Units 4.00

*Class Status Active

Class Type Non-Enroll Enrollment Status Open

Add Consent No Special Co Drop Consent No Special Co

Requested Room Capacity	18	Total
Enrollment Capacity	18	
Wait List Capacity	10	

1st Auto Enroll Section 2nd Auto Enroll Section Resection to Section

Minimum Enrollment Nbr

Auto Enroll from Wait List Cancel if Student Enrolled

Reminder: Before we optimize you can add rooms and make room changes in EMS. After rooms are published in CU SIS, don't make any room changes except to cancel, then remove the room assignment. Any room changes, please email me directly at Kristie.Siedlecki@ucdenver.edu

When academic courses are completely roomed, classrooms are released to academic programs and academic events. Usually Friday, Saturday and Sundays events are reviewed earlier. You can make your academic room request, breakout rooms, events, study/review sessions, meetings, make up exams, etc. using our virtual scheduling system, EMS, <https://schedule.ucdenver.edu/>

Fall and Spring finals are scheduled the week after census. Finals take 2 weeks to schedule. When finals are complete an email is sent out with the school/college. Summer finals are not scheduled