

## 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

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

Auto Enroll from Wait List  Cancel if Student Enrolled

Requested Room Capacity	18	Total
Enrollment Capacity	18	
Wait List Capacity	10	
Minimum Enrollment Nbr		13
		0

**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](mailto: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