

STATEMENT OF PURPOSE

This analysis provides an in-depth look at statistics related to the scheduling of the Spring 2023 term and administration of General Assignment classrooms. The primary objectives here are:

- Restate the principles of scheduling priority, processing of classrooms, and compliance enforcement.
- Determine the degree of movement toward 2-day meeting patterns for Lectures (Primary Activities).
- Examine possible effects of procedural changes on course start times for General Assignment rooms.
- Calculate the placement rate for scheduling first requests, for 9 a.m.-2 p.m. (prime-time) and other time blocks.
- Identify remaining scheduling availability for Primary Activities to illustrate opportunities for and challenges to growth.

* This document concludes with a [glossary](#) of key terms.

EXECUTIVE SUMMARY

• Did we observe any alarming data results during scheduling production? NO

Consistent with our previous terms, trend data reinforce the idea that, overall, the scheduling procedures saw systematic and transparent assignment of General Assignment classrooms in Spring 2023. 18 courses were scaffolded, 461 sections were prescheduled, 93% of the departments were in compliance for Primary Activity sections (PACT), and 93% of the departments were in compliance with Secondary Activity sections (SACT). In total, 6,301 active course sections in Banner had students enrolled in Spring 2023.

• Has the conversion to 2-day meeting patterns impacted the scheduling process? Yes

Trends suggest that 2-day meeting patterns continue to be the dominant meeting pattern requested across campus. Data shows a slight increase in the number of 2-day meeting patterns offered by CHASS, while other colleges/schools remained consistent with the prior year. ([see: Meeting Pattern Review](#))

• Did we see a shift in start times out of prime-time to non-prime-time hours? No.

Spring 2023 Primary Activity (PACT) section start times for enrollment categories of 64+ and 63 max enrollment remain about the same as in Spring 2022. Exceptions include minor increases at the 7 a.m., 3:30 p.m., 5 p.m., and 7 p.m. hours and slight decreases at the 9:30 a.m. and 11 a.m. hours. [Start Times Comparisons](#)

• Did the majority of departments receive their initial requested day and times? YES

Campus has maintained, if not increased, a consistent level of prime-time PACT offerings. In the analysis of [Initial Scheduling Requests Met](#), the sample considers PACT sections in our two principal size bands that do not benefit from priority scheduling.

63 and Under Size Band

In the 63 and under size band, 94.56% of the total initial requests for sections utilizing a general assignment classroom were honored. In the prime-time request category of the same size band, 98.84% of the total requests were met.

64 Plus Size Band

For Large Lecture scheduling in the 64 and above size band, 85.01% of the total initial requests for sections utilizing a general assignment classroom were honored. In the prime-time category of the same size band, 84.13% of the total requests were met. Interpreting the lower placement rates for Large Lectures (max enrollment of 64 and above) must consider interconnected roles of enrollment history trends, room utilization minimums, and fewer general assignment classroom options than what is available for lectures with a max enrollment of 63 and smaller. Overall, all schools/colleges are showing similar percentages of initial placement to the prior year. Some fluctuation is noted for BUS, EDUC, and PBPL and can be attributed to the very small number of sections offered.

• Were high-demand day and time options exhausted for Spring 2023? Almost completely

An examination of remaining availability at the conclusion of the scheduling cycle indicates opportunities exist in the outermost time bands, as well as on Fridays (1-day meeting patterns) at the 11 a.m. and 2 p.m. hours. A larger amount of high-demand options were available due to the number of sections that moved to remote instruction. (See: [Primary activity meeting pattern classroom availability](#).)

• Were modified operations for COVID-19 factored into the data gathering and overall report process? No.

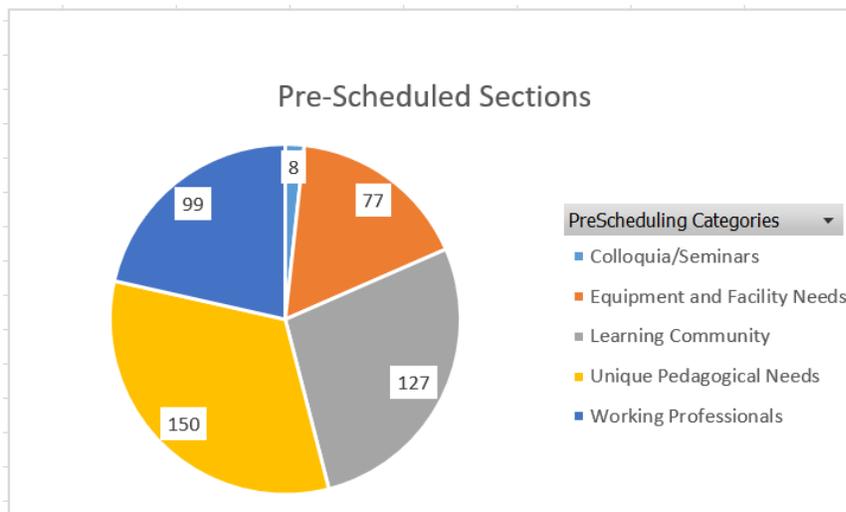
The Spring 2023 term was completed according to standard scheduling practices and there were no residual COVID-19 factors in place.

SCAFFOLDING

Scaffolding courses are identified by the CSC and the Provost and are scheduled with standard meetings patterns for both Primary and Secondary Activity sections. For Spring 2023, there were a total of 18 courses comprising of 38 Primary Activity sections and 242 Secondary Activity sections.

PRE-SCHEDULED SECTIONS

Pre-scheduled sections have a non-standard meeting pattern or specific classroom assignment that has been approved by the CSC and the Provost. For clarification of the categories utilized, please refer to the glossary.



PRIME-TIME COMPLIANCE

Primary Activities

Departments which intend to utilize General Assignment classrooms are required to offer 50% or less of their Primary Activity sections in General Assignment rooms during prime-time hours as measured at "CALL" Deadline. Scaffolding sections are not counted in a department's prime-/non-prime-time distribution due to the University service nature of these courses and because departments have relatively less control over when these courses are scheduled. Other pre-scheduling agreement Primary Activity sections, however, do count toward this distribution.

Of 59 academic departments (10 of which did not have any primary activities designated for general assignment classrooms), only 4 were out of compliance (7% of total departments) at "CALL" deadline for Spring 2023.

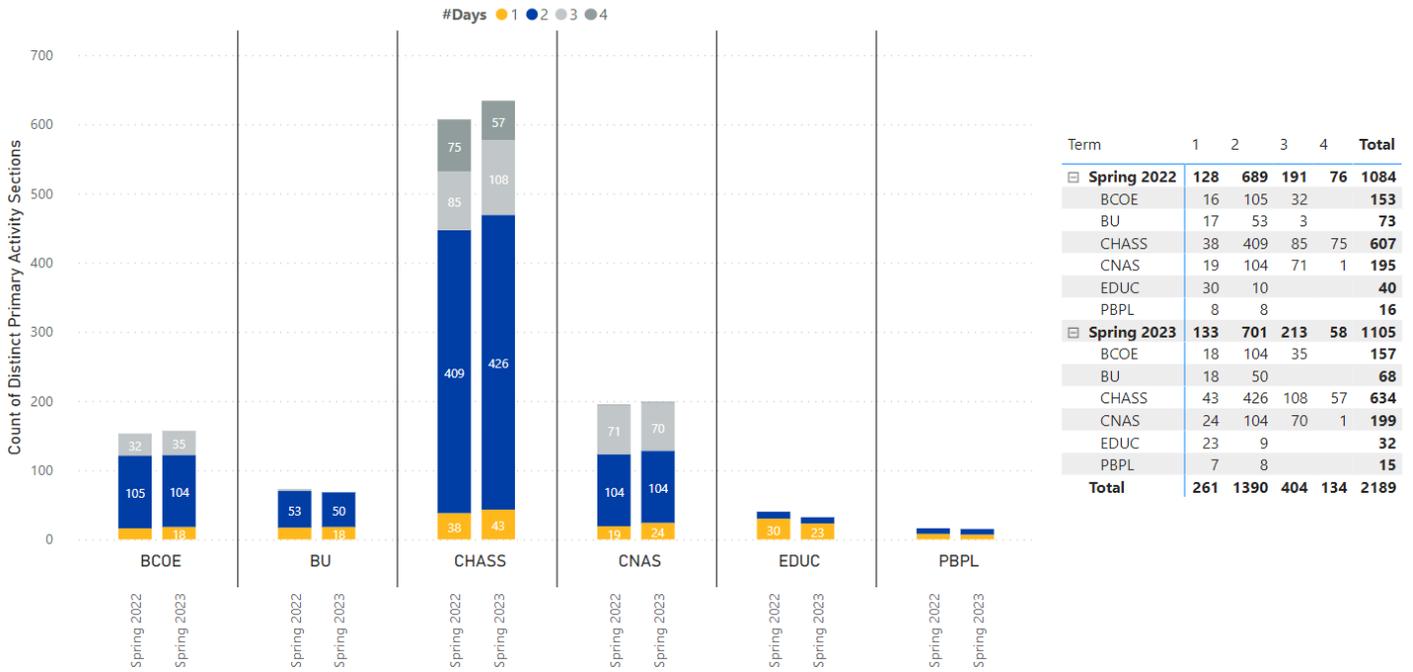
Secondary Activities

As with Primary Activities, departments requesting General Assignment classrooms must limit their proportion of Secondary Activities in those classrooms during prime-time hours. Guidelines for Scaffolding and pre-scheduling apply in the same manner as above. The limit of allowed prime-time Secondary Activity sections, however, is 60%.

Prime-/non-prime time compliance evaluation prior to scheduling of secondary activities during the Spring 2023 scheduling production cycle: of 59 academic departments (20 of which did not have any secondary activities designated for general assignment classrooms), only 4 were out of compliance (7% of total departments) at "CALL" deadline.

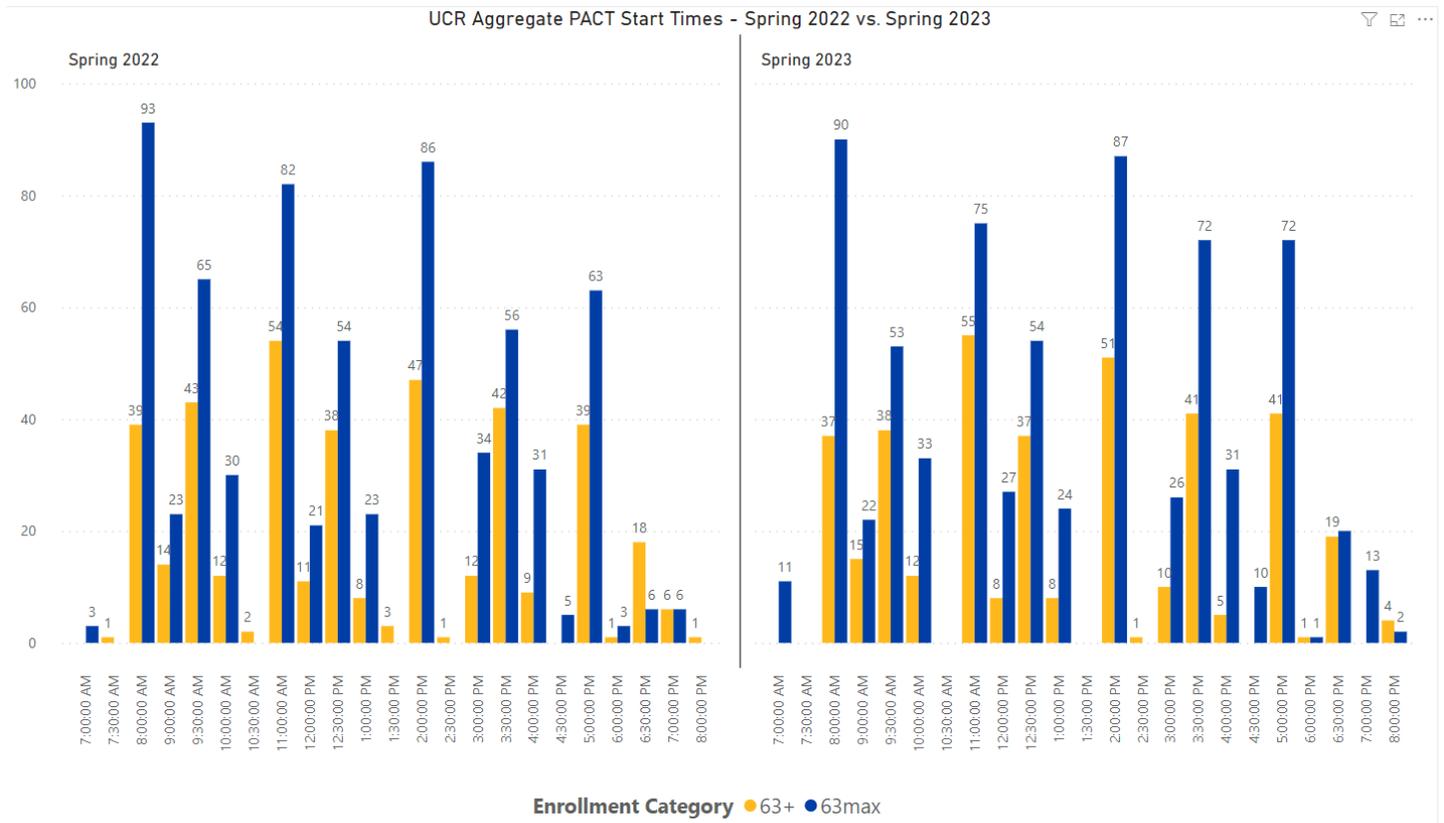
MEETING PATTERN REVIEW

Spring 2022 and Spring 2023 are presented below, organized by proportion of 4-, 3-, 2-, or 1-day meeting patterns for Primary Activities (PACT). Since the change in standard options from Fall 2019, which resulted in additional 2-day patterns, the campus has seen a continued reliance and uptick in 2-day meeting patterns in most colleges. Comparing Spring of 2022 to 2023, most colleges offered very nearly the same composition of courses and meeting patterns; CHASS increased their total course offering by 27 sections and had small increases in their proportion of 2- and 3-day meeting patterns, while EDUC reduced their number of courses in GE rooms by 8 sections, or 20% of their total from Spring of 2022.



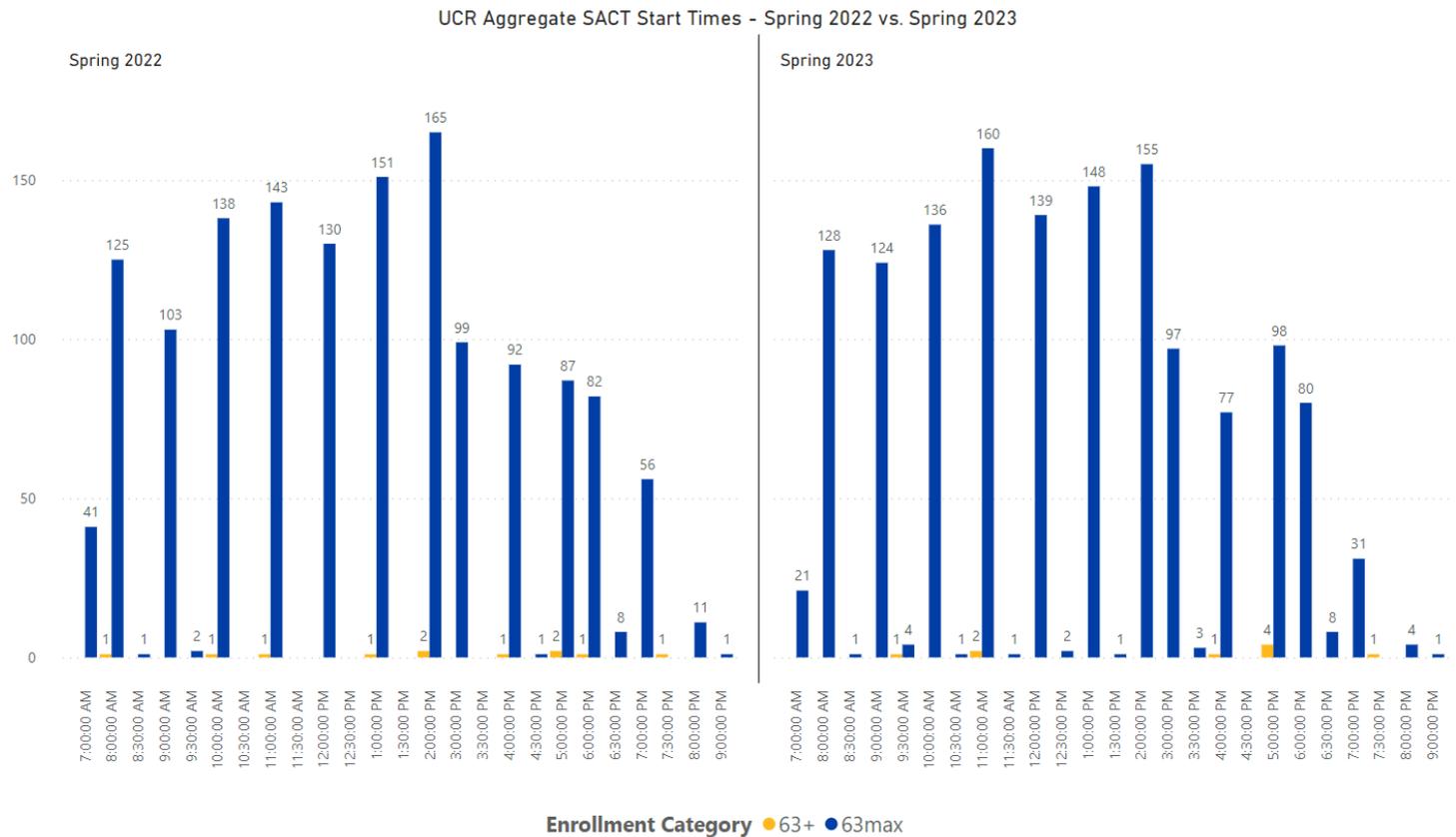
START TIME COMPARISONS

Though we ordinarily use this space to point out *differences* from past years, one noteworthy consistency is that both Spring of 2022 and 2023 have shown 8AM and 2PM to be the most popular times for our 63max PACTs. Among the 63+ sections (or Large Lectures) the most popular meeting patterns start at 11AM and 2PM, which has *also* remained consistent from 2022 to 2023. There have been slight reductions to count of sections utilizing the earliest and latest times, but otherwise the numbers have remained fairly consistent between 2022 and 2023.



Secondary Activity (SACT) start times show a general increase to most time blocks, with general decreases in our latest meeting patterns. Prime-time start times shifted somewhat in their distribution without much overall change. These trends suggest that improved distribution of times accompany room inventory increases as well as highlight the importance of enforcing prime-time

compliance policies. Most notable is the decrease of section counts for both 7AM and 7PM; many times between those hours saw small increases, and 11AM surpassed 2PM as the most requested time.



PRIMARY ACTIVITIES: INITIAL SCHEDULING REQUESTS MET

The table below provides placement rates of initial requests for “Large Lecture” General Assignment scheduling, after scaffolding is completed.

Spring 2023 PACT Room Assignment Initial Placement Results – 64 Plus Max Enrollment

Time Block	Campus	UG	GR	CHASS	CNAS	BCOE	BUS	EDUC	PBPL
Prime-time Requests	189	185	4	68	47	36	26	10	2
% Share of Requests	54.47%	53.31%	1.15%	19.60%	13.54%	10.37%	7.49%	2.88%	0.58%
Assigned	159	156	3	60	39	28	25	5	2
Unplaced	30	29	1	8	8	8	1	5	0
% Assigned	84.13%	84.32%	75.00%	88.24%	82.98%	77.78%	96.15%	50.00%	100.00%
8 a.m., 3-5 p.m. Requests	100	99	1	33	35	17	15	0	0
% Share of Requests	28.82%	28.53%	0.29%	9.51%	10.09%	4.90%	4.32%	0.00%	0.00%
Assigned	87	86	1	26	31	16	14	0	0
Unplaced	13	13	0	7	4	1	1	0	0
% Assigned	87.00%	86.87%	100.00%	78.79%	88.57%	94.12%	93.33%	N/A	N/A
Other Requests	58	55	3	24	9	13	12	0	0
% Share of Requests	16.71%	15.85%	0.86%	6.92%	2.59%	3.75%	3.46%	0.00%	0.00%
Assigned	49	49	0	23	8	9	9	0	0
Unplaced	9	6	3	1	1	4	3	0	0
% Assigned	84.48%	89.09%	0.00%	95.83%	88.89%	69.23%	75.00%	N/A	N/A
Total Requests	347	339	8	125	91	66	53	10	2
% Share of Requests	100.00%	97.69%	2.31%	36.02%	26.22%	19.02%	15.27%	2.88%	0.58%
Assigned	295	291	4	109	78	53	48	5	2
Unplaced	52	48	4	16	13	13	5	5	0
% Assigned	85.01%	85.84%	50.00%	87.20%	85.71%	80.30%	90.57%	50.00%	100.00%

First Pass Start Time	CHASS	CNAS	BCOE	BUS	EDUC	PBPL	Grand Total
08:00 AM	3.75%	4.61%	1.15%	1.73%	0.00%	0.00%	11.24%
09:00 AM	1.44%	1.73%	0.86%	0.00%	0.00%	0.00%	4.03%
09:30 AM	4.61%	1.73%	1.15%	2.31%	0.58%	0.29%	10.66%
10:00 AM	0.86%	1.44%	0.00%	0.00%	0.00%	0.00%	2.31%
11:00 AM	4.03%	4.32%	2.31%	2.59%	0.86%	0.00%	14.12%
12:00 PM	0.00%	0.29%	0.29%	0.00%	0.29%	0.00%	0.86%
12:30 PM	3.17%	1.73%	1.44%	1.15%	0.58%	0.29%	8.36%
01:00 PM	0.00%	0.58%	0.58%	0.00%	0.00%	0.00%	1.15%
02:00 PM	5.48%	1.44%	3.75%	1.44%	0.58%	0.00%	12.68%
02:30 PM	0.00%	0.29%	0.00%	0.00%	0.00%	0.00%	0.29%
03:00 PM	0.00%	1.73%	0.58%	0.00%	0.00%	0.00%	2.31%
03:30 PM	5.76%	3.46%	2.02%	2.59%	0.00%	0.00%	13.83%
04:00 PM	0.00%	0.29%	1.15%	0.00%	0.00%	0.00%	1.44%
05:00 PM	4.03%	2.31%	2.59%	2.02%	0.00%	0.00%	10.95%
06:00 PM	0.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.29%
06:30 PM	1.73%	0.29%	1.15%	1.15%	0.00%	0.00%	4.32%
07:00 PM	0.00%	0.00%	0.00%	0.29%	0.00%	0.00%	0.29%
08:00 PM	0.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.86%
Grand Total	36.02%	26.22%	19.02%	15.27%	2.88%	0.58%	100.00%

First Pass Start Time	CHASS	CNAS	BCOE	BUS	EDUC	PBPL	Grand Total
08:00 AM	13	16	4	6	0	0	39
09:00 AM	5	6	3	0	0	0	14
09:30 AM	16	6	4	8	2	1	37
10:00 AM	3	5	0	0	0	0	8
11:00 AM	14	15	8	9	3	0	49
12:00 PM	0	1	1	0	1	0	3
12:30 PM	11	6	5	4	2	1	29
01:00 PM	0	2	2	0	0	0	4
02:00 PM	19	5	13	5	2	0	44
02:30 PM	0	1	0	0	0	0	1
03:00 PM	0	6	2	0	0	0	8
03:30 PM	20	12	7	9	0	0	48
04:00 PM	0	1	4	0	0	0	5
05:00 PM	14	8	9	7	0	0	38
06:00 PM	1	0	0	0	0	0	1
06:30 PM	6	1	4	4	0	0	15
07:00 PM	0	0	0	1	0	0	1
08:00 PM	3	0	0	0	0	0	3
Grand Total	125	91	66	53	10	2	347

Sections below 64 capacity continue to display strong placement in the prime-time range. The percentage of requests for each column and time band refers to the ratio of total requests of a time band to the Total Requests for that column. The Total Requests band, however, compares the column total to the campus total: 347 and 515, respectively. (I.e., Undergraduate and Graduate shares sum to 100%, as do College/School shares.)

Spring 2023 PACT Room Assignment Initial Placement Results – 63 and Under Max Enrollment

Time Block	Campus	UG	GR	CHASS	CNAS	BCOE	BUS	EDUC	PBPL
Prime-time Requests	258	240	18	201	22	28	1	0	6
% Share of Requests	50.10%	46.60%	3.50%	39.03%	4.27%	5.44%	0.19%	0.00%	1.17%
<i>Assigned</i>	255	237	18	201	22	27	1	0	4
<i>Unplaced</i>	3	3	0	0	0	1	0	0	2
% Assigned	98.84%	98.75%	100.00%	100.00%	100.00%	96.43%	100.00%	N/A	66.67%
8 a.m., 3-5 p.m. Requests	173	161	12	141	9	23	0	0	0
% Share of Requests	33.59%	31.26%	2.33%	27.38%	1.75%	4.47%	0.00%	0.00%	0.00%
<i>Assigned</i>	151	140	11	124	7	20	0	0	0
<i>Unplaced</i>	22	21	1	17	2	3	0	0	0
% Assigned	87.28%	86.96%	91.67%	87.94%	77.78%	86.96%	N/A	N/A	N/A
Other Requests	84	78	6	66	3	14	0	1	0
% Share of Requests	16.31%	15.15%	1.17%	12.82%	0.58%	2.72%	0.00%	0.19%	0.00%
<i>Assigned</i>	81	75	6	66	3	11	0	1	0
<i>Unplaced</i>	3	3	0	0	0	3	0	0	0
% Assigned	96.43%	96.15%	100.00%	100.00%	100.00%	78.57%	N/A	100.00%	N/A
Total Requests	515	479	36	408	34	65	1	1	6
% Share of Requests	100.00%	93.01%	6.99%	79.22%	6.60%	12.62%	0.19%	0.19%	1.17%
<i>Assigned</i>	487	452	35	391	32	58	1	1	4
<i>Unplaced</i>	28	27	1	17	2	7	0	0	2
% Assigned	94.56%	94.36%	97.22%	95.83%	94.12%	89.23%	100.00%	100.00%	66.67%

The above figures represent first requests for GE classrooms as entered in Banner SSASECT fields by Call Deadline.

- > **Unplaced** indicates that a section required additional negotiation to receive a general assignment classroom. It does not suggest whether a section was ultimately able to receive a general assignment classroom. Many other factors are in play.
- > Standard meeting patterns only; priority scheduling is not reflected in the above table.
- > Secondary cross-list partners have been removed from counts to achieve a more accurate picture of the distributions.
- > Slight discrepancies are possible due to cross-list partner details not completed before CALL Deadline.

PRIMARY ACTIVITY MEETING PATTERN CLASSROOM AVAILABILITY

This pair of charts highlights scheduling remainders for Spring 2023 Primary Activities. The first chart summarizes the quantity of meeting spots that remain among classroom capacity ranges room assignments, as of February 1, when the Schedule of Classes was published online. The data have been further compacted by grouping complementary meeting days, i.e., the patterns that could never cause an overlap in times on specific days. Unused options occurred most often in the two smallest capacity ranges of classrooms. The Under 20 range can be understood in relation to the low frequency of sections with an enrollment max of 20 and under. In the 21-45 range the sheer number of rooms in the inventory influences the remainder.

		Spring 2023						
Summary: All times		Under 20	21-45	46-63	64-119	120-299	300 Plus	← Room capacity range
		(4)	(53)	(18)	(13)	(9)	(5)	← GE rooms inventory (main campus)
MWF, TR	3 days + 2 days	32	215	52	62	59	42	← Unused scheduling spots after add/drop
		33.33%	16.90%	12.04%	19.87%	27.31%	35.00%	← Percentage of all possible scheduling options
MW	2 days (new)	12	57	13	18	15	13	
		33.33%	11.95%	8.02%	15.38%	18.52%	28.89%	
WF	2 days (new)	4	10	0	7	5	6	
		25.00%	4.72%	0.00%	13.46%	13.89%	30.00%	
MTWR, F	4 days + 1 day	23	173	41	51	38	27	
		30.26%	17.18%	11.99%	20.65%	22.22%	28.42%	

The second chart offers greater detail about unused hours for standard meeting patterns. Compatible meeting patterns and prime-time hours are represented here as well. As observed and documented in past reports, the bulk of open spots cluster at the outer edges, indicating under-utilized hours: 7 am, late evenings, Friday after 5 pm. Conversely, the chart also conveys heavy demand for 8 am-5 pm options and the resulting competition for space. The 6:00PM and 6:30PM meeting patterns have become more popular as well, though not yet as fully-depleted as the 5:00PM times. Color tabs and borders (gold, orange, blue, purple) outline meeting pattern groups that do not overlap and do not result in time conflicts.

Remaining Room Availability for Spring 2023 by PACT Meeting Pattern

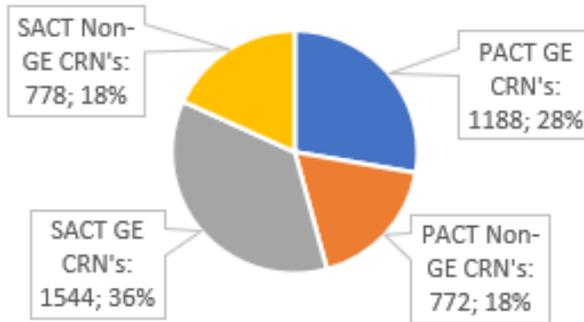
				Under 20 (4)	21-45 (53)	46-63 (18)	64-119 (13)	120-299 (9)	300 Plus (5)					Under 20 (4)	21-45 (53)	46-63 (18)	64-119 (13)	120-299 (9)	300 Plus (5)	
Day(s)	Start	End	Duration							Day(s)	Start	End	Duration							
2. Compatible Meetings: MWF, TR	MWF	7:00 AM	7:50 AM	50	4	28	13	12	9	5	MTWR	7:00 AM	7:50 AM	50	3	30	14	12	9	5
	MWF	8:00 AM	8:50 AM	50	2	1	0	4	2	0	MTWR	8:00 AM	8:50 AM	50	0	1	0	2	0	0
	MWF	9:00 AM	9:50 AM	50	2	1	0	1	0	0	MTWR	9:00 AM	9:50 AM	50	0	2	0	0	0	0
	MWF	10:00 AM	10:50 AM	50	1	1	0	0	3	0	MTWR	10:00 AM	10:50 AM	50	0	1	0	0	0	0
	MWF	11:00 AM	11:50 AM	50	1	1	0	0	0	0	MTWR	11:00 AM	11:50 AM	50	1	1	0	0	0	0
	MWF	12:00 PM	12:50 PM	50	0	1	0	0	1	2	MTWR	12:00 PM	12:50 PM	50	0	1	0	0	0	0
	MWF	1:00 PM	1:50 PM	50	3	1	0	2	0	2	MTWR	1:00 PM	1:50 PM	50	0	1	0	0	0	0
	MWF	2:00 PM	2:50 PM	50	1	1	1	1	1	1	MTWR	2:00 PM	2:50 PM	50	0	1	0	0	0	0
	MWF	3:00 PM	3:50 PM	50	0	1	0	0	0	0	MTWR	3:00 PM	3:50 PM	50	0	1	0	0	0	0
	MWF	4:00 PM	4:50 PM	50	1	1	0	0	2	1	MTWR	4:00 PM	4:50 PM	50	0	1	0	0	0	0
3. Compatible Meetings: MTWR, F	MWF	5:00 PM	5:50 PM	50	1	2	0	0	1	3	MTWR	5:00 PM	5:50 PM	50	0	1	0	0	0	0
	MWF	6:00 PM	6:50 PM	50	1	2	1	1	3	4	MTWR	6:00 PM	6:50 PM	50	0	1	0	1	0	1
	MWF	7:00 PM	7:50 PM	50	1	19	3	5	7	5	MTWR	7:00 PM	7:50 PM	50	1	15	2	1	3	5
	MWF	8:00 PM	8:50 PM	50	4	44	9	8	9	4	MTWR	8:00 PM	8:50 PM	50	4	38	7	5	7	4
	MWF	9:00 PM	9:50 PM	50	4	47	14	9	9	4	MTWR	9:00 PM	9:50 PM	50	4	42	13	6	7	4
										1. Compatible Meetings: F										
										F				8:00 AM 10:50 AM 170 3 1 0 5 2 1						
										F				11:00 AM 1:50 PM 170 2 1 0 2 3 0						
										F				2:00 PM 4:50 PM 170 2 3 0 6 1 3						
										F				5:00 PM 7:50 PM 170 3 31 5 11 6 4						
4. Compatible Meetings: TR, WF	TR	8:00 AM	9:20 AM	80	0	1	0	6	2	1	MW	8:00 AM	9:20 AM	80	2	3	0	2	0	0
	TR	9:30 AM	10:50 AM	80	0	2	0	0	0	0	MW	9:30 AM	10:50 AM	80	1	1	0	0	0	0
	TR	11:00 AM	12:20 PM	80	1	2	0	0	0	0	MW	11:00 AM	12:20 PM	80	1	1	1	1	0	0
	TR	12:30 PM	1:50 PM	80	0	1	0	0	0	0	MW	12:30 PM	1:50 PM	80	1	1	0	1	0	1
	TR	2:00 PM	3:20 PM	80	0	1	0	0	0	0	MW	2:00 PM	3:20 PM	80	0	1	1	1	0	0
	TR	3:30 PM	4:50 PM	80	1	1	0	1	0	0	MW	3:30 PM	4:50 PM	80	1	1	0	0	0	0
	TR	5:00 PM	6:20 PM	80	0	3	0	0	0	0	MW	5:00 PM	6:20 PM	80	1	1	1	0	1	3
	TR	6:30 PM	7:50 PM	80	0	12	2	4	3	5	MW	6:30 PM	7:50 PM	80	1	4	1	5	5	5
	TR	8:00 PM	9:20 PM	80	4	41	9	8	7	5	MW	8:00 PM	9:20 PM	80	4	44	9	8	9	4
	WF	9:30 AM	10:50 AM	80	1	1	0	0	0	0										
WF	12:30 PM	1:50 PM	80	0	1	0	0	0	0											
WF	3:30 PM	4:50 PM	80	2	1	0	0	0	0											
WF	6:30 PM	7:50 PM	80	1	7	0	7	5	5											

Compatibility configurations have been ordered (1-4) by frequency adopted
 Pink with red text indicates "prime-time" scheduling
 Green shading indicates availability relative to room inventory, which is capacity-range (column) specific

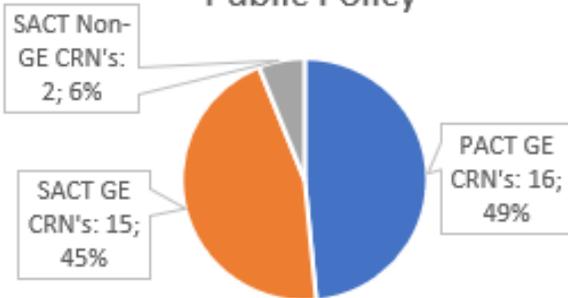
RECORDED ROOM ASSIGNMENTS

Ratio of GE to Non-GE room assignments for Spring 2023 by activity type; sub-charts by college/school. The below graphs do include 640 sections that are in Hold (H) status and 5 sections in Registrar (R) Hold status.

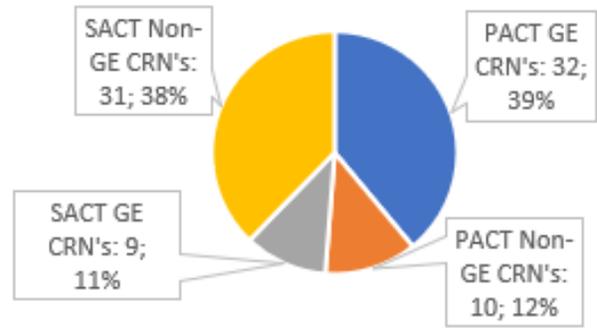
UCR Aggregate



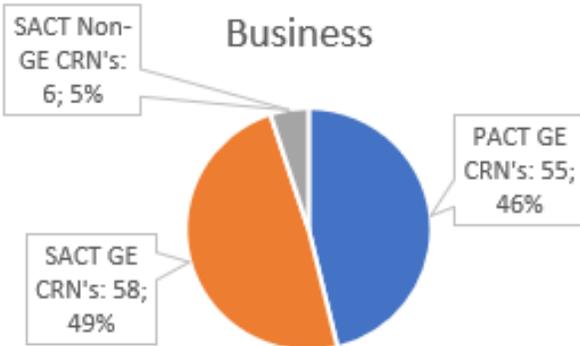
Public Policy



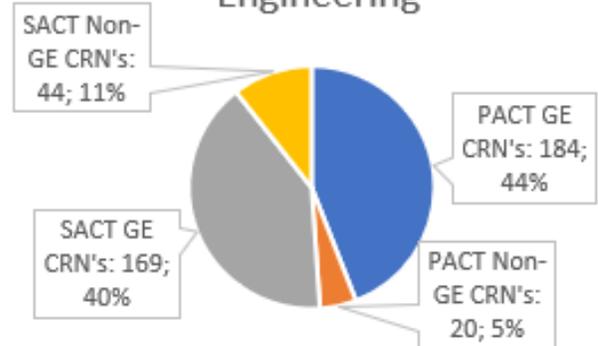
Education



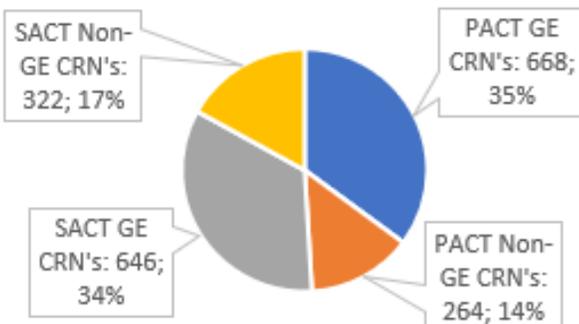
Business



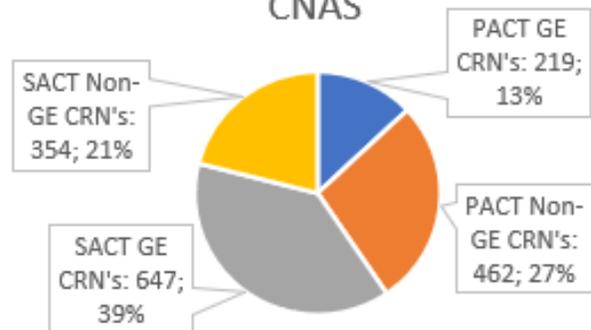
Engineering



CHASS



CNAS



SECTION COUNTS

Sections in general assignment (GE) rooms are assigned by the Registrar's Office. Sections identified in department rooms (DP) are assigned by the academic department. Monitoring of this type of delivery will be performed on future reports to identify an increase of asynchronous patterns.

Section counts in this section are collected from the point in time when the Schedule of Classes is published online:		
	Primary Activity Sections	Secondary Activity Sections
General Assignment Rooms (GE)*	1,178	1,389
Department Rooms (DP)*	771	764
Senate-Approved Online Sections*	84 Synchronous** 49 Asynchronous** 133 total	131 Synchronous** 8 Asynchronous** 139 total
Total CRNS with a GE or DP Room Attribute*	4,102	
Total CRNS with Online Location**	At SOC publication: 315 At end of 3 rd week: 364***	
Section count at the end of the third week of the Spring term:		
Total CRNs in with enrollment at the end of 3 rd week	6,301	

* Sections with a room assigned in Banner/25Live, counting all cross-listed partners as separate sections.

** The counts of synchronous and asynchronous sections reflect whether a day-time meeting pattern was indicated. These counts only consider sections for which a room attribute had been entered in the respective field in Banner.

***The total CRNS with Online location (as of end of third week of Spring 2023 quarter) includes 38 sections that were offered as part of a hybrid course. A hybrid format is defined as having at least one activity in-person and one activity online. Currently, no approval for online instruction in a hybrid format is required.

DATES AND DEADLINES

Spring 2023 Academic Scheduling Process Deadlines and Events

Spring Academic Scheduling Started	October 24, 2022
Spring "CALL" sent to Academic Departments	November 2, 2022
Spring "CALL" deadline	December 2, 2022
Schedule of Classes published live	February 2, 2023

DEFINITIONS

CALL – The window of time in which Academic Departments review a comprehensive report of sections from the previous "like-term" and make updates (additions, deletions, modifications) to the term currently in production. The CALL opens with an official announcement and supporting documents from the Registrar's Office and concludes at CALL Deadline.

Compliance – This can refer to one of two primary metrics that guide the processes of the Academic Scheduling unit in the Registrar's Office.

- **Prime-time compliance** – see Prime-Time; refer also to Prime-Time Compliance on page 4 of report.
- **Utilization compliance** - The University must meet UCOP expectations for classroom minimum capacity utilization set at an average of 66.7%.

Course Scheduling Committee (CSC) – CSC is appointed by and reports to the Provost. The CSC includes the Associate Provost, the Registrar, the Associate/Divisional Dean for Student Affairs from each of the undergraduate colleges/schools, faculty and staff representatives.

CRN – Course Reference Number. This is the unique identification key in Banner for a course section in a specific academic term. Nearly all scheduling related reports contain this field. For the Registrar’s Office Academic Scheduling unit this is the single-most useful piece of information for all manner of tasks, (simple requests, troubleshooting, etc.). Providing the CRN in communications to the team is greatly appreciated.

Department Room (DP) - See *Non-GE Room*.

First Pass – A scheduling step referred to mostly within the Registrar’s Office. It corresponds to the attempt to fulfill the greatest number of standard meeting pattern room requests, in accordance with Provost-directed guidelines. Once the available assignments have been exhausted, remaining unassigned sections require additional work to determine a desirable alternate meeting pattern among available options.

General Assignment Room (GE) - Any room that is under the direct scheduling administration of the Registrar’s Office Academic Scheduling unit as charged by the University Provost.

Non-Prime-Time – Classes starting prior to 9 am and 3 pm and later.

Non-Standard Meeting Pattern – A teaching schedule that does not match a Standard Meeting Pattern.

Non-GE Room – Any room **not** under the direct scheduling administration of the Registrar’s Office Academic Scheduling unit as charged by the University Provost. For course scheduling purposes, these are alternatively referred to as departmental rooms but could fall under College management or that of individual departments.

Optimizer – A technical resource accessed through the 25Live administrative web-interface which uses advanced algorithms to assign course sections to eligible rooms while maximizing key efficiencies such as placement ratio, utilization, and building preferences. This tool is indispensable for assigning sections in the 63-and-Under max enrollment pool.

Pre-Scheduling – Sections that have a non-standard meeting pattern or specific classroom assignment that has been approved by the CSC and Provost. Sections in this category **are** counted in a department’s Prime-/ Non-Prime-Time distribution. In order to guarantee scheduling under these agreements, course sections must be entered into the term no later than the CALL deadline. Sections entered after that time will be scheduled based upon current classroom availability. (E.g., Colloquia/Seminars, Working Professionals, Learning Communities, Equipment and Facility Needs, Unique Pedagogical Needs)

Primary Activity Sections (PACT) – The credit-bearing section(s) of a course. All courses have one primary activity schedule type, regardless of the number of sections of it offered in a term.

Prime-time – Sections with a standard meeting pattern that start between 9:00 am and 2:30 pm.

Scaffolding – Courses identified by the CSC and Provost are scheduled within standard meeting patterns for both primary and secondary activities. Identified courses have significant importance for student progress to degree across multiple majors with a high percentage of freshman enrollment. Meeting patterns rarely change from one year to the next.

Secondary Activity Sections (SACT) – The non-credit-bearing section(s) of a course. A course may have many, one, or no secondary activities.

Standard Meeting Pattern – A course schedule that adheres to one of the authorized interlocking scheduling blocks for the purposes of General Assignment classroom scheduling. Courses must start on the hour or half-hour and adopt one of the meeting patterns from the resource documents provided with the CALL announcement. Any non-approved, non-standard section will be scheduled after all standard scheduling has been completed. University Village standard meeting patterns are offset by 30-minutes (earlier) from the rest of campus.

University Village (UV) – Additional leased classroom space located off campus used for larger lectures. UV Standard meeting patterns start and end 30 minutes earlier than main campus times.