

# 2018-2019 Academic Year Class Schedule Preparation

## EMS Campus Planning Interface (CPI)

### REMINDER TO THE DEPARTMENT CHAIRS - FROM YOUR DEAN:

When you've completed phase #1 of the schedule, please send your dean a list indicating each instructor's course load and one listing the days/times when courses are to be offered.

#### Preparation Phases through EMS CPI

#### Available to Departments

#### Return to Registrar

Phase 1 Goal: Revise course offerings

10/4/17, 8:00am

11/2/17, 11:59pm

- Cancel courses not being offered
- Edit courses and instructor assignments
- Revise Special Notes (printed text)
- Add New Courses and instructor assignments
- Submit room features and suggestions

Phase 2 Goal: Review courses & correct errors

11/21/17, 8:00am

1/25/18, 11:59pm

- Edit courses, instructor assignments and notes
- Run instructor back to back report
- Look for potential conflicts between required courses for majors

Phase 3 Goal: Class schedule posted online

2/28/18, 5:00pm

### Reminders:

- For your reference: "Schedule Guidelines", "EMS Campus User Instructions" and "Tip Sheet".
- Take time to recognize potential conflicts between required courses for majors. An inter-departmental meeting may be beneficial prior to phase #1 to develop a meaningful schedule.
- If any scheduling changes need to be made after phase #2, please e-mail those to [classrooms@hope.edu](mailto:classrooms@hope.edu). These include instructor changes, room changes, course cancellations and new course offerings.
- Need to reserve a special room for one day or for an academic event? These should be made through [Virtual EMS](#) after Wednesday, March 14.

### Academic Advising & Registration Dates:

- Add the Registrar's Important Dates Calendar to your "Other Calendars" using this link: [hope.edu\\_mhvkmn6pc9sbesj27qu1bsknkk@group.calendar.google.com](http://hope.edu_mhvkmn6pc9sbesj27qu1bsknkk@group.calendar.google.com)

### Classroom Space Utilization:

- The efficient use of classroom space is becoming an increasingly important issue. Course offerings should be spread throughout the day in order to maximize choices for students.
- All classes will be scheduled into "right-sized" rooms; that is, rooms that are not too large for the projected enrollment. Changes will be made based on enrollment history, preliminary enrollments, and actual enrollments so as to match class and room size.
- To a much greater extent than the past, the Office of the Registrar has been instructed that all space within reasonable walking distance is available for the scheduling of any class. Special accommodations will of course be made if required.