

# May, June, July 2018 On Campus & Online Class Schedule Preparation

## EMS Campus Planning Interface (CPI)

### Preparation Phases through EMS CPI

### Available to Departments

### Return to Registrar

#### Phase 1 Goal: Revise course offerings

9/15/17, 8:00am

10/19/17, 11:59pm

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

#### Phase 2 Goal: Review courses & correct errors

11/2/17, 8:00am

11/27/17, 11:59pm

- Cancel online courses not being offered
- Designate new online courses using the Special Notes field (printed text) with "ONLINE COURSE"
- Edit courses, instructor assignments and notes
- Submit room features and suggestions

#### Phase 3 Goal: Class schedule posted online

12/6/17, 5:00pm

### Reminders:

- 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)
- For your reference: "Schedule Guidelines", "EMS Campus User Instructions" and "Tip Sheet".
- Courses are rolled from last year's offerings. Be sure to delete courses within your department that will not be taught.
- Instructors may only teach **one course per term** during the summer.
- 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.
- Barry Bandstra ([bandstra@hope.edu](mailto:bandstra@hope.edu)) is your campus resource for new online courses.
- Need to reserve a special room for one day or for an academic event? These should be made through [Virtual EMS](#) after Tuesday, January 31.

### May, June, July 2018 Off-Campus Program Registration (Domestic & International)

Coordinated by Elizabeth Steenwyk: Monday, January 22, 8:00am - Friday, February 2, 5:00pm

### May, June, July 2018 On Campus & Online Registration

Begins Online: Monday, February 5, 8:00am

### 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.