REQUEST PRIORITY PHASE CHECKLIST

This checklist is designed to guide you through the tasks to be completed during the Priority Phase (also known as the Room Assignment Window). The information here only applies to requests for general assignment classrooms. If you have questions, please call Classroom Scheduling at 2-0313 or email scheduling@berkeley.edu.

CAMPUS SOLUTIONS: https://bcsint.is.berkeley.edu

SCHEDULING WEBSITE: http://registrar.berkeley.edu/classrooms/academic-scheduling

COMPLIANCE DASHBOARD INSTRUCTIONS:
https://sis.berkeley.edu/sites/default/files/cs_compliance_dashboard.pdf

Scheduling Policies

All general assignment room requests must be in compliance with scheduling policies by the Priority Phase deadline. If necessary, Classroom Scheduling will revise requests to put them in compliance. This is time-consuming and will delay your receipt of room assignments. If you feel that you have extenuating circumstances that warrant any exceptions, please contact Classroom Scheduling **before** the Priority Phase deadline.

☐ Allowable Hours: Each department or cluster is allotted a maximum number of requestable hours per week in general assignment classrooms.

How to verify compliance: Go to the Campus Solutions Compliance Dashboard (Main Menu > CAL Components > Student Records > Compliance Dashboard) and personalize the GA Hours Limit pagelet. "Hours Limit" is the maximum requestable number of hours. "Hours Actual" is the number of hours you have requested.

GA Hours Limit						
Term	Cluster	Cluster Descr	Status	Hours Limit	Hours Actual	Action
2188	MATH	Mathematics	MET	1006.5	906	None

It is campus policy for academic departments to use departmentally controlled space as much as possible before requesting general assignment classrooms.

☐ Standard Time Blocks: All requests for general assignment classrooms must be in standard time blocks (and must not exceed the COCI-approved contact hours for a 15-week offering of the course).

How to verify compliance: Go to the Campus Solutions Compliance Dashboard and personalize the Standard Meeting Patterns pagelet.

Standard Meeting Patterns

Term	Cluster	Cluster Descr	Status	Non-standard Patterns
2188	ENGLISH	English	MET	0

☐ Prime Time Allowance: Each department or cluster may submit up to 70% of its primary section requests in prime time, and up to 70% of its secondary section requests in prime time.

A chart of prime time definitions can be found at http://registrar.berkeley.edu/classrooms/academic-scheduling/policies.

How to verify compliance: Go to the Campus Solutions Compliance Dashboard and personalize the Prime-time 70/30 Split pagelet.

Prime-time 70/30 Split

Term	Cluster	Cluster Descr	Status	Primary Prime Time	Secondary Prime Time	Action
2188	SOCIOL	Sociology	MET	25 (61%)	31 (65%)	None

Tip: We recommend that you consult with other academic departments to avoid offering classes at the same time if they are prerequisites or required classes. We also recommend varying the requested class meeting days and times between MWF and TR time slots so that students do not find all the classes they need to take offered in the same few time slots.

☐ Non-15 Week Classes: Classes that do not meet every week for the full 15 weeks (14 weeks excluding RRR week) are not eligible for general assignment classrooms.

How to verify compliance: You are responsible for entering only eligible requests. The Non-15-Week Classes pagelet on the Compliance Dashboard will **not** flag all ineligible requests. The approved number of weeks for a course can be found in the Course Management System at course.berkeley.edu.

☐ 98/198 Courses: Courses with the catalog number 98 or 198 are not permitted to request general assignment classrooms during the Priority Phase.

How to verify compliance: Go to Main Menu > Reporting Tools > Query > Query Viewer and search for the query UCCS_R_SCHD_EXTENDED. Run this report to Excel with the following parameters and then filter the Catalog Number column to display only 98 and 198 courses.

UCCS_R_SCHD_EXTENDED - Class Schedule: Extended

*Term	[ ] 🔍
General Assignment (Y/N)	Y
*Institution	UCB01 🔍
Career	[ ] 🔍
Acad Group	[ ] 🔍
Acad Org	[ ] 🔍
Acad Cluster	[ ] 🔍
Subject	[ ] 🔍
Catalog Nbr (accepts %)	%98
Enrollment Status (O/W/C)	[ ]

View Results

Common Errors

Please review your requests for the following common data entry errors. Unresolved errors can jeopardize or eliminate your chances of receiving a room assignment. Given the large volume of requests, Classroom Scheduling staff cannot resolve all errors for you.

☐ Minimum Room Request Information: Each class requesting a general assignment classroom must have the following three required elements in Campus Solutions:

1. REQGA in the Facility ID field on the Meetings tab
   a. Do not enter a specific room, unless the class is a colloquium and you are entering the room approved by the Campus Committee on Classroom Policy & Management.
2. Requested meeting pattern (days, start time, and end time) on the Meetings tab
   a. Use the Pat field to ensure that start times end in :30 or :00, and end times end in :29 or :59.
3. Requested Room Capacity on the Enrollment Control tab

How to verify: Run the UCCS_R_SCHD_EXTENDED report and review the Facility ID, days, start time, end time, and Requested Room Capacity ("Req Rm Cap") columns.

☐ Requested Room Capacities: To maximize your chances of receiving a room, you should always request an exact room capacity that actually exists in the general assignment classroom inventory. This means the requested room capacity should not always be a

round number. For example, you should request 292, 297, 299, or 408 seats, but never 300 seats.

How to verify: Run the UCCS_R_SCHD_EXTENDED report and review the Requested Room Capacity ("Req Rm Cap") column. Compare this data to the room capacities in the general assignment classroom inventory list at http://registrar.berkeley.edu/classrooms/academic-scheduling.

Tip: The algorithm will never assign a room even one seat smaller than the requested room capacity. It will sometimes assign a room somewhat larger than the requested room capacity, but it always attempts to maximize utilization (the ratio of requested room capacity to assigned room capacity).

☐ Requested Room Characteristics: You have the option of entering requested room characteristics (e.g. movable seating) on the Meetings tab. It is easy to inadvertently request combinations of room characteristics, or combinations of room characteristics and room capacities, that do not exist in the classroom inventory. This will eliminate your chances of receiving a room.

A list of room characteristic definitions can be found in the sidebar at http://registrar.berkeley.edu/classrooms/academic-scheduling.

How to verify:

1. Sign into 25Live with your CalNet ID.
2. Click on the Locations tab, then the Search For Locations sub-tab.
3. Click "More Search Options" next to the search bar.
4. Next to "Features," click "Edit."
5. Select the desired room feature(s). (They are called "room characteristics" in Campus Solutions and "room features" in 25Live, but the specific names of the features themselves are the same.)
6. (Optional) Enter a minimum and/or maximum room capacity.
7. Click the List tab below the search parameters (to the left of the Availability tab).
8. Click "Go" or "Load List."

Rooms will (unfortunately) be listed in alphabetical order, not in order of capacity.

Tip: Request only characteristics that are truly necessary. The more characteristics you request, the smaller the pool of possible room assignments. The algorithm will either assign a room with all of the requested room characteristics, or it will not assign a room at all.

☐ Primary/Secondary Conflicts: Departments sometimes inadvertently request days/times for secondary sections that conflict with the requested days/times of the corresponding primary section. For example, if requesting Tuesday/Thursday 2-3:30pm for a lecture, do not request Tuesday 3-4pm for the discussion section.

How to verify: Go to the Campus Solutions Compliance Dashboard and personalize the Primary/2nd Meeting Conflicts pagelet.

Primary/2nd Meeting Conflicts

Term	Cluster	Cluster Descr	Status	Conflict Count
2188	COMPSCI	Computer Science	NOT MET	9.5

Please note that this pagelet has certain false positives: it will also flag secondary sections of the same course conflicting with each other as errors, even though many such conflicts are intentional.

Tip: The Compliance Dashboard will flag these errors only if the secondary sections' Associated Class numbers match that of the corresponding primary section (for example, if they all have Associated Class number 1). If the secondary sections have Associated Class number 9999, or any other non-matching number, the Primary/2nd Meeting Conflicts pagelet will not flag conflicting requests.

☐ Department-Internal Conflicts: Departments sometimes inadvertently request the same combination of days + times + unique room capacity for more than one class in their department. For example, if Math 1A and Math 1B both request 408 seats MWF 10-11am, that is a department-internal conflict. Only one 408-seat classroom exists, so Math 1A and Math 1B cannot both have that room in the same time slot.

How to verify: Run the UCCS_R_SCHD_EXTENDED report and review your requests. (There may eventually be another report specifically designed to flag department-internal conflicts.)

Tip: Almost all room capacities over 100 seats (except 141 seats) are unique capacities. Most capacities of 100 seats or fewer are not unique, so there is a lower risk of conflicting requests.

☐ AM vs. PM: Make sure you are not requesting AM when you mean PM or vice versa. For example, every semester, some classes request 3:00-3:59 AM instead of PM, or 10:00 AM-10:59 PM.

How to verify: Run the UCCS_R_SCHD_EXTENDED report and review the Start Time and End Time columns. The Hours per Week column is also useful: any class requesting more than 6 hours per week is very likely to be a data entry error.

☐ Combined Sections: Each side of a combined section should request the same room characteristics (if any) and the same room capacity. Unlike other elements such as the day, time, facility ID, and instructor name, the requested room capacity and room characteristics will **not** automatically match up across all sides of a combined section.

How to verify:

1. Go to Main Menu > Reporting Tools > Query > Query Viewer and search for the query called UCCS_R_RM_CHAR.
2. Run this report to Excel.
3. In a blank column, concatenate the Combined Sections ID number, the requested room characteristic ("Descr"), and the requested room capacity ("Section Req Rm Cap").
   a. Use the formula =CONCATENATE(X2," ",Y2," ",Z2) where X is the Combined Sections ID column, Y is the Descr column, and Z is the Section Req Rm Cap column.
4. Drag the formula down the column so that it applies to every row.
5. Highlight the column with the concatenate formula and click the Home tab.
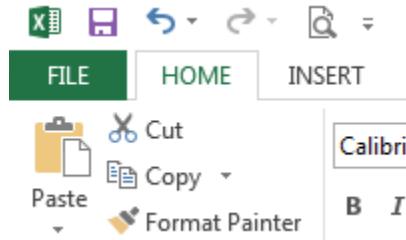
6. Click Conditional Formatting > New Rule.

7. Select "Format only unique or duplicate values" and then "Format all unique values in the selected range."
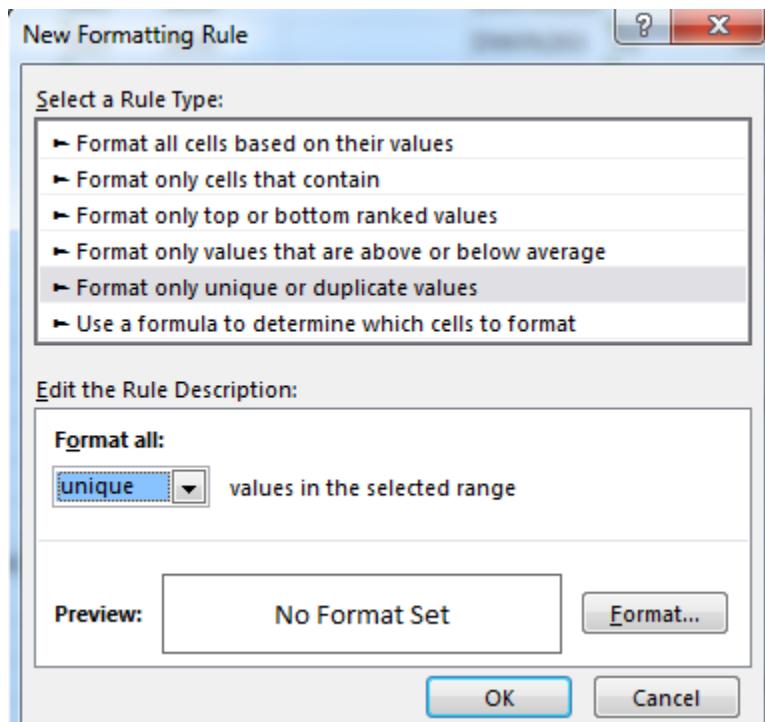
8. Click the Format button and select any clearly visible format.
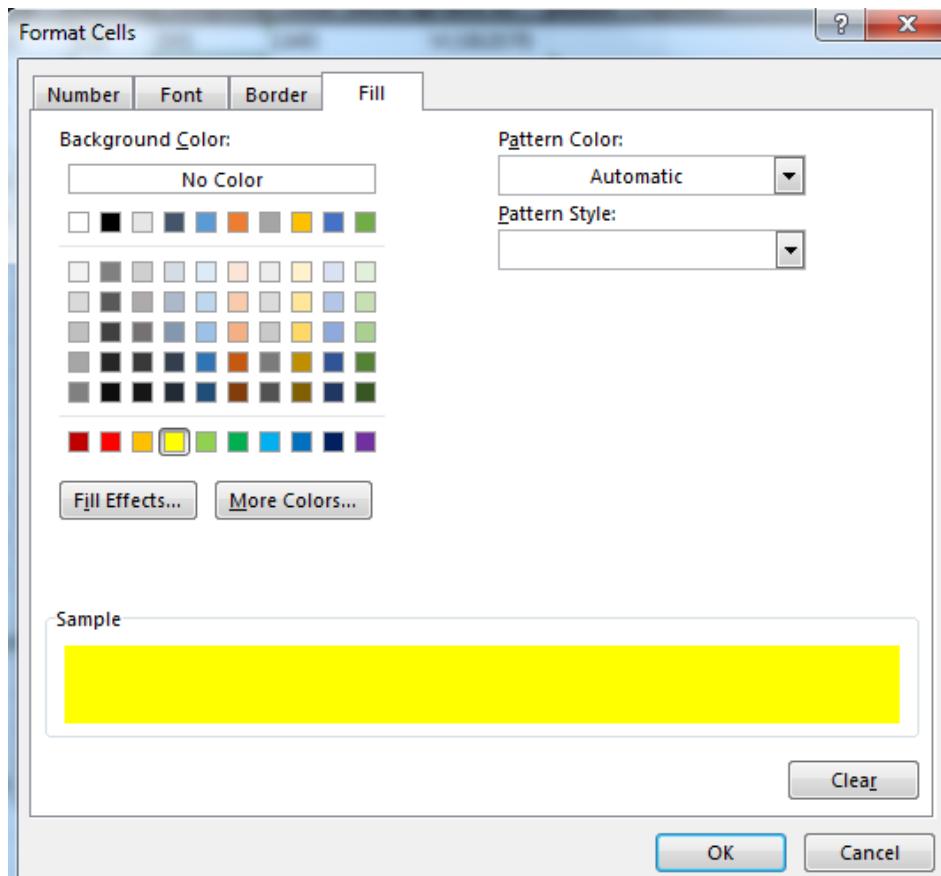
9. Click the Data tab and then Filter to put a filter on all the columns.
10. Filter the column with the concatenate formula to display only the yellow cells (or whatever format you chose in step 8 for the cells with unique values).
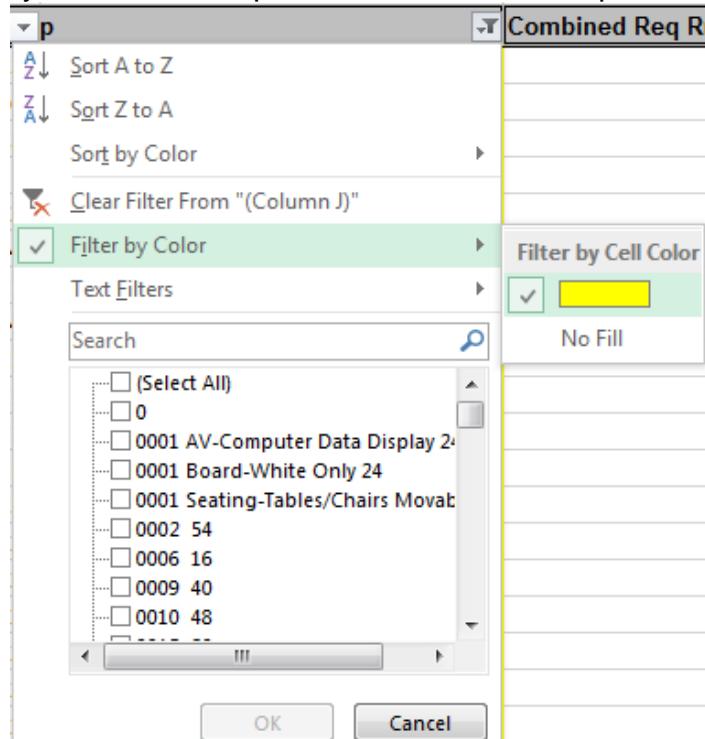
11. Filter the Combined Sections ID column to display only non-blank cells (i.e. only classes that are combined sections).
12. When both of those columns are filtered, you will have a list of mismatched combined section requests. You can also filter by Subject to see only your department's requests, though that will exclude the other departments' sides of your combined sections.