



Scheduling Officer Checklist

Below is a list of helpful questions to ask when scheduling classes.

- Have I added my new courses/sections?
- Have I checked my variable credit courses to see if they are set correctly?
- Have I used my first pass classrooms efficiently and assigned Facility ID's (building/room) for my first pass classrooms, departmental classrooms and advanced auditoria assignments?
- Have I indicated my need for a Videoconference room?
- Have I reviewed appointment sections to ensure faculty that are retired or have left KU have been deleted?
- Have I sent my new instructor EmplID's to scheduling@ku.edu to be added to the instructor table?
- Have I coordinated with other departments concerning "meets with" or "same as" classes to ensure additions and corrections are made consistently?
- Have I checked my requested room capacities on homeless classes?
- Have I checked my enrollment capacities?
- Have I checked my waitlist capacities?
- Have I checked my dates on short date courses and made appropriate corrections if needed? As a reminder: non-standard meeting patterns are reviewed by the Office of the University Registrar daily. If any are not acceptable, you will be notified via email.



Questions? Contact the Office of the University Registrar
Email: scheduling@ku.edu

