DATES & DEADLINES

• Schedule Due: **September 26.**

• CSS Scheduling Window: **July 17-September 26.**

COURSE SCHEDULING SYSTEM (CSS)

• URL:  [https://sims.rutgers.edu/fco](https://sims.rutgers.edu/fco)

• Access, training, or questions: Cari Rappaport, [carir@newark.rutgers.edu](mailto:carir@newark.rutgers.edu), x5706.

PREPARING THE SCHEDULE

• Cancel courses showing as “Active/Avail” if they will not be offered in Spring 2009.

• Even if no changes are made to a course, it must be reviewed. Simply click “Edit” then “Save.”

• Courses **must** be scheduled according to standard period combinations.

• ENHANCED CLASSROOMS: Select “Enhanced Classroom Request” button if enhanced classroom technology will be needed. Instructor is “Contact Person.”

• INSTRUCTIONAL COMPUTING LABS: Use the “Departmental Memo” box to request a lab as the course classroom.

• PREREQUISITES/CO-REQUISITES: Use the “Departmental Memo” box to indicate changes. 350:101-102 have been changed to 355:101-102. If 350:101-102 are course prereqs, 355:101-102 should be added.

• INSTRUCTOR NAMES: Please provide when scheduling where available. Instructor names must be provided (or updated) no later than one week before the start of the Spring 2009 semester.

• STOP POINTS: Should be based on prior enrollment, so that appropriate room size may be assigned.

• SPECIAL PERMISSION NUMBERS: Do not give out Special Permission numbers exceeding classroom capacity. As a course approaches its Stop Point, contact Academic Scheduling with room capacity questions, or to request a larger classroom.

WHAT’S NEW

• COURSE SYNOPSIS SYSTEM: CSS now has an “Edit Course Synopsis Link.” Edit the department’s Course Synopsis link in the Online Schedule of Classes straight from CSS.