



Department Chairs and working with ASO

The Academic Scheduling Office ("ASO") is a remote team dedicated to assisting department chairs and authorized schedulers with training, schedule creation, final exam scheduling, and more. Meet our team at <https://www.uvu.edu/academicscheduling/contact.html>.

☐ **academic_scheduling@uvu.edu**

☐ **Request Department Chair Training**

https://www.uvu.edu/academicscheduling/forms/scheduler_training.php

Required for software access, training includes:

- Authorized Schedulers List
- CourseLeaf CLSS scheduling tool and phases (*deadlines*)
- Final Exam schedule
- Instructor activations and assignments
- Master Room List
- Scheduling Guidelines and Scheduling Rules
- Section coding
- Standard meeting patterns
- Supplemental instruction time

☐ **Review Policies & Guidelines***

<https://www.uvu.edu/academicscheduling/>

- CLSS Approval Workflow (*dean/financial manager*)
- CLSS Instructions
- Course-Based Fee Guidelines
- Final Exam Guidelines
- Governing policies (*UVU, USHE*)
 - [607](#) – Course-Based Fees for Credit Courses
 - [609](#) – Academic Scheduling
- Scheduling Guidelines (*definitions, responsibilities, restrictions*)
- Scheduling Rules (*general, special programs, schedule types, etc.*)

☐ **Committee Representation**

[Academic Calendar](#)
[Academic Scheduling](#)

[Course Fee Review](#)
[Executive Infrastructure Planning](#)

* Lists are not all-inclusive.

□ ASO Responsibilities & Systems*

- Department Chair / Authorized Scheduler training
- Software access
- Database management (*CourseLeaf CLSS, 25Live, Banner*)
- Verification of section coding (*registration, state reporting*)

CourseLeaf CLSS (*schedule creation*)

- Workflow approvals and schedule processing
- Training materials

25Live (*room scheduling*)

Note: To ensure centralized scheduling and prevent double-booking, the 25Live database is shared by the Academic Scheduling Office and Event Services.

- Room assignments for all academic classes (*general classrooms, specialty labs, and computer labs*).
- Room assignments for all Supplemental Instruction requests.

Banner (*schedule maintenance*)

- Instructor activations
- Final Exams (*schedule creation and conflict resolution*)
- Course-Based Fees (*management and application*)

□ Partnered Office Responsibilities & Systems*

Curriculum Office

Training and system administration of CourseLeaf CIM for programs and courses, etc.

Digital Transformation

Service Desk, Business Intelligence, Enterprise Systems/Software, etc.

Event Services Office

Schedules campus events, meetings, clubs, and more via 25Live.

Facilities & Planning

Operations & Maintenance, Planning & Construction, Inventory, Executive Infrastructure Committee, Fire Marshal.

Learning Systems

Management of multiple systems, including Canvas, Kaltura, Qualtrics, and iClicker, plus accessible technology.

Media Services / AVSE

Services include: 'Smart' classroom standards and setup, equipment maintenance and training, digital signage, and media checkouts.

Office of Teaching & Learning

Course instructional design, assessment, technology (*incorporation of teaching tools like Canvas and Kaltura*), data dashboards, etc.

Registrar's Office

Student registration, transcripts, transfer credit, graduation, Wolverine Track, plus system administration of CourseLeaf CAT and catalog publication.

UVU Store

Wolverine Access (textbook program), supplies, and much more.

* Lists are not all-inclusive.