Summer 2024 has been rolled in Banner to create Summer 2025. Please make your schedule changes using the excel document attached. All changes should be clearly marked. As usual, once your scheduler makes your initial changes you will be asked to resolve any conflict or question that your scheduler brings to your attention. After the initial schedule submission, we ask that you use the SZRCSCH report to view the updated schedule and to make changes to your text notes.

Instructors, room assignments, and cross list codes were included on the schedule. However, rooms outside your first priority spaces have been removed. Cancelled courses were removed.

To offer a course at a nonstandard meeting time, approval will need to be obtained. You can complete a Non-standard Time request online. All three credit/three contact hour courses should meet on a standard time. When possible labs should begin, end, or meet within a standard meeting time. This should allow the students more scheduling opportunities as they build their class schedules. For more information on standard times, please visit the [Instructional Space Use Policy](#) and navigate to page 3.

Please share space within your college in order to place courses in classrooms best matching enrollment with room capacity and find homes for courses without space in first priority rooms. Be proactive by contacting other departments to share space during the creation of the Summer 2025 schedule. For reasons of efficiency, the University uses a 67% average seat utilization. As a result, small classes may be relocated so larger classes can occupy larger rooms. For example, a class of 40 pre-assigned in a first priority classroom that seats 70 may be relocated to a smaller classroom if a class with enrollment greater than 47 needs a classroom.