

## Scheduling Instructions Winter 2021

### Scheduling Timeline

Activities	Deadline Dates
eCSP Opens	9/11
<b>Review/Approval of Schedule by Chairs and Deans*</b>	<b>9/14 – 10/2</b>
Initial Schedule Submission due to Schedulers	<b>10/5</b>
Blackout Period for Registrar Processing	10/5 – 10/30
WINTER Registration Opens	11/2

\*Note to Schools: Kindly ensure you incorporate your approval timeframe within the scheduled due dates.

For ALL Scheduling Materials and Supplemental Forms kindly visit our web page at:

<http://www.lehman.edu/registrar/scheduling-materials.php>

- Revised Guidelines for Modes of Instructions
- Definition of Modes of Instructions
- Computer Lab Request
- Media Room Request
- Lecture Hall Request

### Course Scheduling Strategies

When Scheduling your program for the Winter session, kindly note the following items:

- Winter 2021 classes will begin on **Monday, January 4**. There are no classes on **Monday, January 18**. The final exam for all Winter 2021 courses must be given on **Monday, January 25** during the scheduled class times.
- **Class meeting times for three-hour classes must run in one of the following Monday to Friday blocks, which include a 15 minute break (please contact the schedulers for classes with other than 3 hours):**
  - ⊕ 9:00 am to 11:45 am
  - ⊕ 1:00 pm to 3:45 pm
  - ⊕ 6:00 pm to 8:45 pm
- All section numbers for Winter session courses must begin with the letter “J”, which stands for “January”
  - **JA01 = January Online**
  - **JH01 = January Hybrid**
  - **J01 = January In Person**

If you have any questions about section numbers for special programs, asynchronous/synchronous and hybrid, etc., please contact the schedulers at [Scheduling.Registrar@lehman.cuny.edu](mailto:Scheduling.Registrar@lehman.cuny.edu).

- If the department schedule is finalized before the due date, please approve the Case so it moves on to the schedulers. Departments will be processed in the order they are received.

Departments will not be able to submit any revisions for Winter 2021 until their initial case for Winter is completed by the schedulers.