

### Course Scheduling Systems Access Form

The Office of Academic Scheduling and Instructional Space (OASIS) uses this form to grant and change access to scheduling systems for departmental scheduling administrators and staff. For any questions, please email OASIS at [sched@echo.rutgers.edu](mailto:sched@echo.rutgers.edu).

Name: \_\_\_\_\_ NetID: \_\_\_\_\_ Email Address: \_\_\_\_\_

Department Name: \_\_\_\_\_

Please choose unit/subject combinations to be accessed (for example, Unit: "01", Subject(s): "420, 470, 490") and choose from dropdown menus and checkmark boxes accordingly:

	CourseAtlas/CSS	FITA	SPN List	Dept Contact
Unit: _____ Subject(s): _____			<input type="checkbox"/>	<input type="checkbox"/>
Unit: _____ Subject(s): _____			<input type="checkbox"/>	<input type="checkbox"/>
Unit: _____ Subject(s): _____			<input type="checkbox"/>	<input type="checkbox"/>
Unit: _____ Subject(s): _____			<input type="checkbox"/>	<input type="checkbox"/>
Unit: _____ Subject(s): _____			<input type="checkbox"/>	<input type="checkbox"/>

**Is this user an additional user for the department, or replacing someone?**

- Additional user for department
- Replacing someone – if so, who is being replaced? \_\_\_\_\_

Should the replaced user maintain access?  No  Yes, indefinitely  Yes, until \_\_\_\_\_  
(date)

Additional notes about access request: \_\_\_\_\_

Department Chair/Director: \_\_\_\_\_ Email Address: \_\_\_\_\_  
(signature)

This form **must** be signed by the department chair/director in order to process the access request.  
**Please email the completed form to OASIS at [sched@echo.rutgers.edu](mailto:sched@echo.rutgers.edu).**

## Course Scheduling Systems Access Information Page

### CourseAtlas/Course Scheduling System (CSS)

- **CourseAtlas** – CourseAtlas is a software platform that modernizes our course scheduling by collecting detailed course information, program curricula, classroom inventory, faculty/instructor availability, and projected student enrollment to build course schedules that best fit the needs of our students, faculty, departments, and programs. CourseAtlas enhances our students' opportunities to take the classes they need when they need them.
  - *Edit access*
  - *View-only access*
- **Course Scheduling System (CSS)** – The purpose of the Course Scheduling System is to provide a mechanism for departments to submit updates, additions, or deletions for current and future course offerings.
  - *Edit access*
  - *View-only access*

**Faculty and Instructor Teaching Availability (FITA)** – Faculty and instructors use this system to indicate when they prefer to be available to teach. Departments and schools may review the preferences entered by their faculty and enter block-off times as described below. Faculty Affairs may enter block-off times based on medical and religious accommodations.

- **Departmental Scheduler** – Departmental Schedulers can view all full-time and part-time instructors assigned to a “home” department, add/update instructors in their department list, and grant access to their Department Approver(s).
- **Departmental Approver** – Departmental Approvers can view all full-time and part-time instructors assigned to a “home” department, add/update instructors in their department list, and can enter block-off times when faculty are unavailable to teach due to scheduled University, School, or department obligations, including professional obligations relating to service, research, and scholarship.
- **Scheduling Dean** – Scheduling Deans can view all full-time and part-time instructors assigned to all departments in their school and can enter block-off times when faculty are unavailable to teach due to scheduled University, School, or department obligations, including professional obligations relating to service, research, and scholarship.
- **Faculty Affairs Official** – Faculty Affairs Officials can enter accommodation block-off times for faculty and instructors, times when they are unavailable to teach due to a medical condition or disability or religious observance

**Special Permission Number (SPN) Contact List** – This is the set of people who should receive the emailed list of SPNs from the Office of the Registrar each semester.

**Department Contact** – This is the primary contact (or contacts) for each department, based on unit:subject code. In limited circumstances, a department contact may be assigned to a single course number or set of course numbers.