



# Santa Clara University Increases Visibility on Campus

## The Problem

### Academics

Santa Clara University (SCU), a private, four-year institution in Northern California, knew that its scheduling practices needed a makeover. Three times per year, staff members manually scheduled 1,200 courses with pencil and paper onto a large grid. All room assignments then had to be manually keyed into PeopleSoft—one by one. This tedious process frustrated SCU’s schedulers, who knew that there had to be a better way to make room assignments.

### Events

In addition to adding the room assignments into PeopleSoft, a printed hard copy of the schedule was given to the event scheduling department. Each room assignment then had to be entered manually into a separate event scheduling system, costing the events department weeks of valuable time and resources.

## The Idea

Knowing that the institution could greatly increase efficiency with a better method, SCU created a scheduling committee to research possible solutions. SCU’s scheduling committee needed a solution that would accommodate its major goals:

- Eliminate manual practices
- Eliminate dual entry
- Combine academics and events onto an institution-wide master calendar.

## The Solution

After a full assessment of possible solutions, SCU implemented Astra Schedule, an automated scheduling tool with enterprise calendaring functionality, to schedule and organize both academics and events in one system.

Astra Schedule has been an Oracle partner for many years and offers a real-time and batch, bi-directional interface with PeopleSoft, eliminating the need for manual entry into the system.

SCU decided to use a layering approach to scheduling to fill certain buildings and rooms with associated departments before

opening the space up to all courses. For example, all business classes are scheduled into the business region by the Optimizer, the bulk scheduling tool, before any other classes can claim space in that region.

## The Results

SCU’s layering techniques have been very successful. Paolo Posadas reports that more than 85 percent of all courses were scheduled with the Optimizer on his most recent schedule. This left less than 20 percent of SCU’s courses to be scheduled manually—a noticeable decrease for schedulers.

Moving from completely manual scheduling practices to a fully automated room and resource scheduling system has saved schedulers at Santa Clara University approximately six weeks of frustration and manual entry each academic year. The scheduling process, which used to require three weeks of work each term, is now completed in just one week.

In addition, SCU saved weeks of scheduling time in the events office by integrating all academics and events onto one institution-wide master calendar that was accessible to all. The events staff no longer has to spend valuable time manually entering academic sections into a separate events system to steer clear of conflicts. Not only has integrating the calendar eased time constraints, but avoiding double-bookings has never been easier.

Karrie Grasser, Director of University Events and Protocol, is thrilled that users and guests can schedule their own events through the Web Client by looking for open spaces on the institution-wide calendars. She reports, “Astra Schedule has made our process much more effective and efficient. We are extremely pleased, and our phone rings much less!”

Paolo Posadas, Technical Specialist, reports that SCU’s new procedures and calendars have been welcomed by the faculty. “The faculty and staff have been very accepting. With the Web Client, we’re putting information at their fingertips so they can see what is going on across campus.”



FOUNDED: 1851

LOCATED: Santa Clara, CA

ENROLLMENT: 8,377

OFFERING: Undergraduate and graduate degrees in nine schools and programs

## Testimonial

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Paolo Posadas  
Technical Specialist  
Santa Clara University

## Benefit

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Karrie Grasser  
Director of University Events  
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