How to Reduce Scheduling Inefficiencies and Save Resources

Introduction

We understand that time is precious in higher education. Behind the scenes, administrators and faculty manage everything from course scheduling to virtual learning logistics and often use outdated, disconnected systems that make even routine tasks more complicated than they should be.

As operations grow more complex, your team likely spends valuable hours resolving conflicts, booking rooms, and tracking space—time that could be better spent on strategic initiatives and student support. At the same time, institutions are under pressure to improve efficiency, offer flexible learning models, and deliver stronger outcomes.

When systems don't align, last-minute changes and scheduling gaps impact students as well as staff. Research shows that logistical barriers like course access or unclear scheduling are likely to hinder student success and lead to graduation challenges.

This e-book examines the operational hurdles colleges and universities face today and the importance of technology that empowers your institution to efficiently allocate resources and prioritize student success.
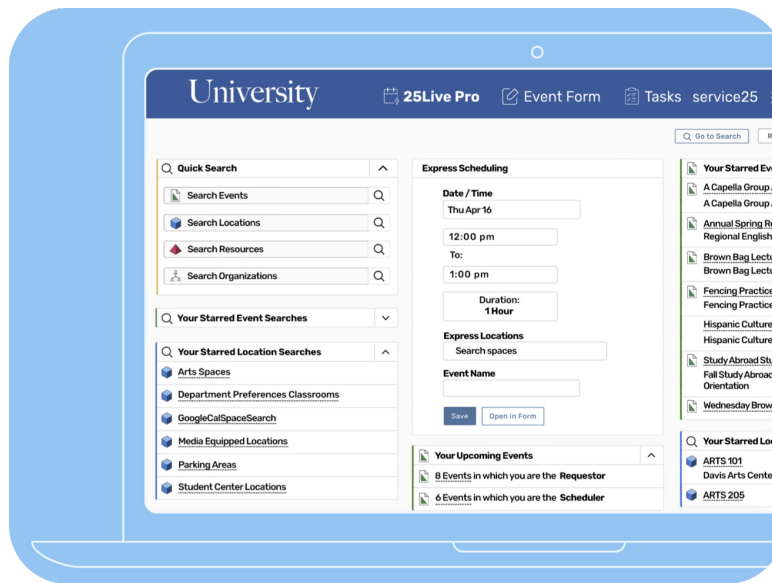
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Chapter 1:

Why Integrated Scheduling Technology Is Essential to Institutional Success

Behind every student success initiative, enrollment strategy, and academic calendar lies a fundamental operational requirement: scheduling. Scheduling is how your institution allocates its most valuable resources, including faculty time, classrooms, technology, and support services. And yet, for many colleges and universities, scheduling remains a fragmented, manual process that undermines the outcomes you aim to improve.

Both community colleges and four-year universities navigate increasingly complex environments. They must deliver flexible learning options, manage hybrid course formats, coordinate campus events, and do it all with fewer resources. At the same time, students deserve accurate, real-time schedules and course offerings that meet their needs.

But without a centralized, integrated scheduling system, the effort to meet those needs becomes unsustainable. Disconnected platforms, outdated tools, and siloed processes not only slow teams down but create ripple effects that directly impact students.

Technology alone isn't the answer, but the right technology is. Despite the adoption of digital tools, poorly integrated systems have been shown to increase rather than reduce administrative workload. Staff often must navigate multiple platforms, re-enter data, and manage repetitive tasks, which erodes the time available for teaching, research, and student engagement.

A truly integrated scheduling system enables smarter scheduling, planning, and resource management in a single, easy-to-use platform. Successful scheduling technology should streamline operations and equip institutional leaders with the information they need to effectively allocate resources and adapt to student needs.

That's where Series25® by CollegeNET comes in.

Series25 is an all-in-one academic scheduling, event scheduling, and resource management solution designed specifically for higher education. In the chapters ahead, we'll explore how Series25 empowers institutions to save time, improve coordination, and ultimately deliver a stronger, more student-centered experience.

Chapter 2:
Faster Scheduling, Fewer Conflicts, and More Time for Students

Academic scheduling is one of the most essential functions in higher education, but it's also one of the most time-consuming for many institutions. Building a term schedule can take weeks and often involve spreadsheets, manual coordination, and endless revisions. When resources are stretched thin, the process can quickly become overwhelming. Conflicting schedules, last-minute room changes, and unclear communication also create confusion and frustration for students and sometimes lead to delayed graduation.

Series25® is designed to simplify and accelerate the entire scheduling process.

Within Series25, the Schedule25® optimization engine automates course scheduling to generate accurate, conflict-free term schedules in just minutes. It considers instructor preferences, department priorities, and room requirements while efficiently using campus space.

Meanwhile, 25Live®, Series25's user-facing interface, gives faculty, administrators, and event planners real-time access to room and resource availability, scheduling tools, and event calendars. Built-in conflict detection eliminates double bookings, and updates made in the system are instantly reflected across campus calendars and digital signage.

With Series25, institutions can:

- Automate complex academic scheduling workflows
- Simplify event planning and facilities allocation
- Prevent room conflicts and eliminate scheduling errors
- Improve coordination across departments and campuses
- Ensure students receive timely, accurate schedules
- Give staff back the time they need to focus on student success

By reducing friction and streamlining operations, Series25 helps institutions shift their energy from managing logistics to delivering a better, more reliable experience for students and faculty.

Closing the Gap: Seamless SIS Integration with Series25

At most institutions, scheduling is only as good as the systems behind it. When those systems don't communicate, everything slows down. A course update in one platform doesn't show up in another. Room assignments are entered manually, increasing the chance of errors. And students, caught in the middle, end up with outdated or conflicting information.

One of the biggest barriers to efficient scheduling in higher education is the disconnect between core systems, especially the Student Information System (SIS) and the platform used to schedule courses, rooms, and events.

Many institutions rely on widely used SIS platforms like Ellucian Banner, Ellucian Colleague, PeopleSoft, or Workday. While these systems are essential for managing enrollment, student records, and academic data, they often lack the tools needed for robust scheduling and space management. As a result, schools end up using separate systems for scheduling and manually transferring data between them.
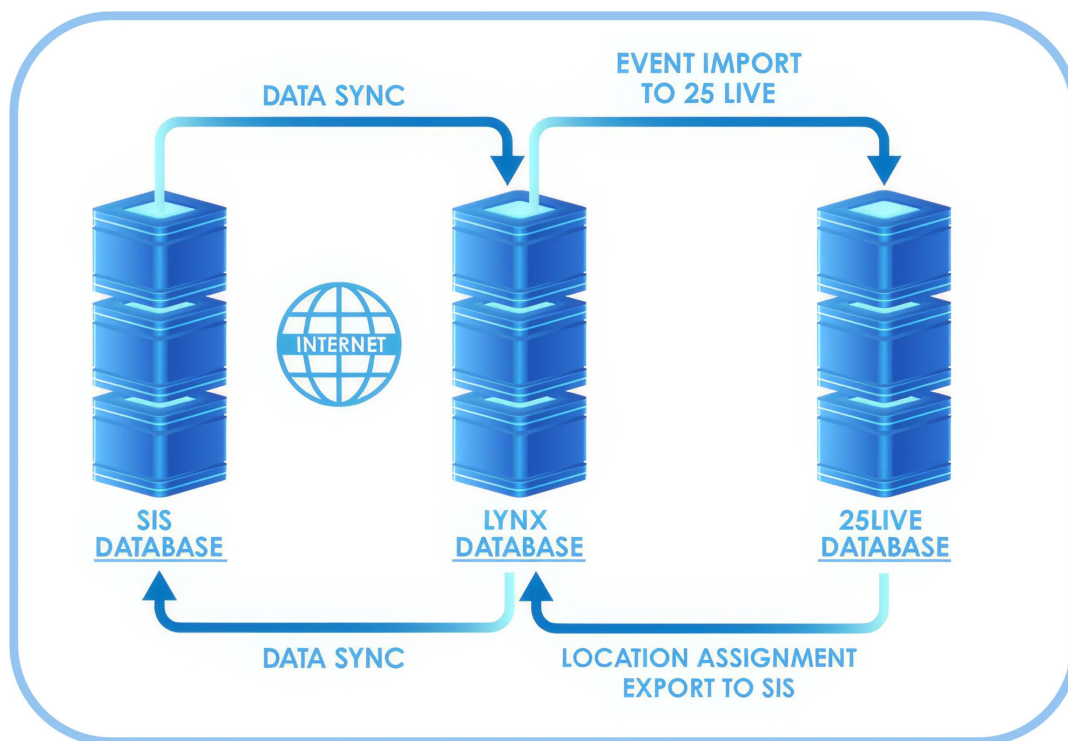
This manual process leads to delays, duplication, and errors. Your team likely spends countless hours inputting and re-checking data. Course schedules don't always match room availability, and students may end up with last-minute changes or conflicting information.

Series25 solves this problem with LYNX, its powerful SIS integration tool. LYNX creates a real-time, bi-directional sync between your SIS and the Series25 scheduling platform. That means that course and section data can be pulled directly from your SIS into Series25, and room assignments or schedule updates made in Series25 are pushed back automatically to the SIS.

LYNX offers colleges and universities the ability to:

- Upload an entire term of courses in minutes
- Assign rooms directly to SIS course sections
- Easily add make-up dates or schedule adjustments
- Automatically keep all systems up to date

Whether your campus uses Banner, Colleague, PeopleSoft, Workday, or another SIS, Series25 is built to integrate smoothly with your system. It even supports multi-campus configurations and multi-SIS environments, offering flexibility for complex institutional structures. SIS integration eliminates redundancy, reduces human error, and guarantees students receive accurate, timely schedules they can rely on.

Expanding Access with Smarter Virtual Classroom Scheduling

Virtual and asynchronous learning options are necessary for many students who balance work, caregiving, or long commutes. These options expand access for nontraditional learners, support flexible pathways to graduation, and help reduce absenteeism by meeting students where they are.

Series25 simplifies virtual scheduling by allowing institutions to manage all types of classroom spaces—physical and virtual—within a single system. Staff can assign meeting links, coordinate hybrid schedules, and communicate course formats to students. By bringing virtual classrooms into the broader scheduling strategy, colleges and universities can offer flexibility to support diverse student populations.

Schedule a demo to learn how Series25 can support your institution.
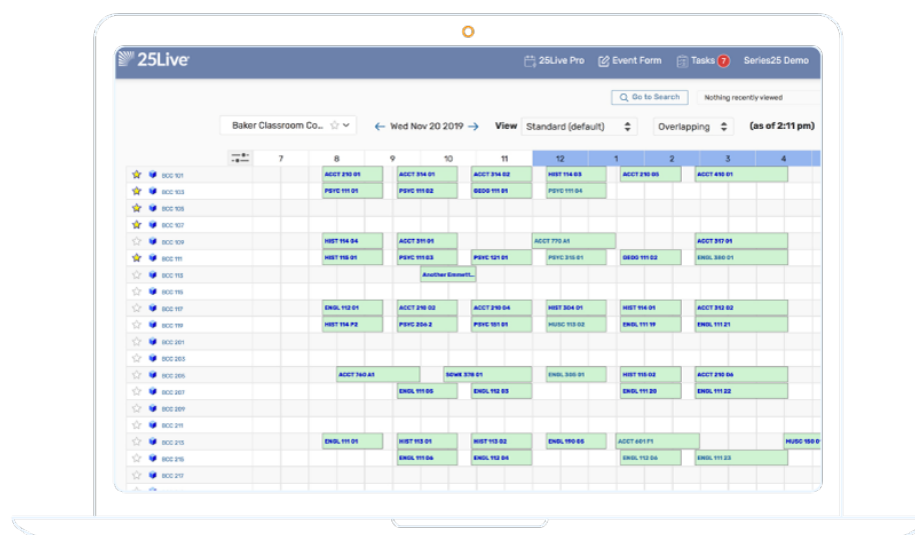
SCHEDULE A DEMO TODAY!

Chapter 3:
Clearer Coordination for Campus Events and Student Activities

Across four-year institutions and community colleges, campus events play a vital role in fostering community and engagement beyond the classroom. Club meetings, workshops, guest lectures, and campus-wide celebrations help students connect, belong, and thrive.

But for many institutions, event planning also happens in silos. Room reservations, resource requests, and approvals are often managed separately across departments or manually via email, spreadsheets, or phone calls. The result? Overlapping events, double-booked rooms, and a lack of visibility into what's happening on campus for both organizers and students.

Event inefficiencies create extra work and dilute the student experience. When students don't know what's happening or can't rely on published event information, opportunities for engagement are lost.

How Series25 Streamlines Event Management

Series25 makes event planning easier through 25Live®, its centralized hub for event scheduling and coordination of campus activities. Instead of juggling multiple systems or relying on spreadsheets and email chains, faculty, staff, and student organizations can plan everything— from casual meetings to large recurring events—in one place.

The 25Live interface is browser-based and user-friendly, making it simple for anyone on campus to request space, reserve rooms, and assign resources like AV, catering, or furniture setup. Built-in approval workflows keep the process streamlined and transparent, while real-time availability helps prevent scheduling conflicts before they happen.

Once an event is confirmed, it's automatically published to online calendars and campus signage for a clear, accessible view of what's happening across the institution. Because 25Live is fully integrated into the Series25 platform, event planning is aligned with academic scheduling and room usage to eliminate overlap and make sure events don't disrupt classroom needs.

By coordinating event scheduling through 25Live® and publishing a unified campus calendar:
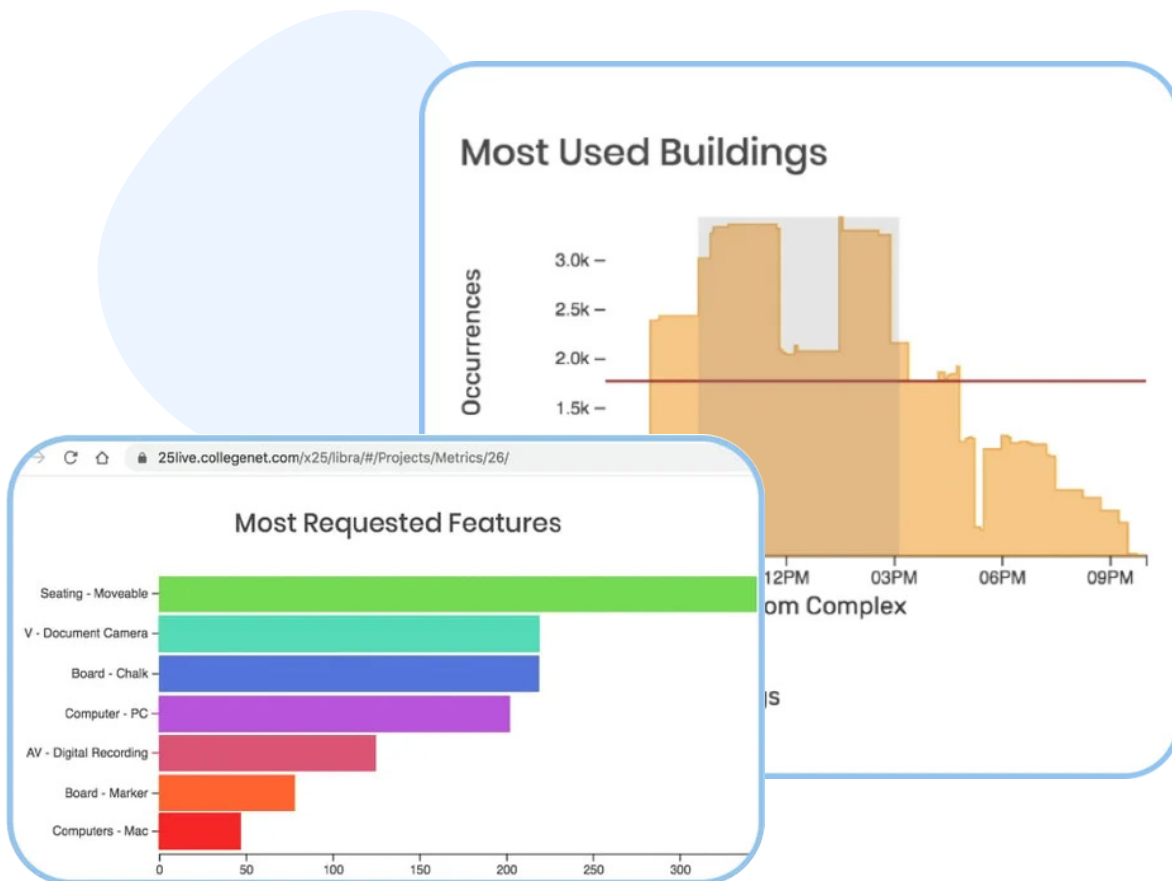
- Students can easily find activities that match their interests and availability
- Overlapping events and last-minute changes are minimized
- The campus feels more organized, inclusive, and active

For your students, this means greater visibility into campus life and fewer missed opportunities to get involved. For staff, it equates to less time managing logistics and more time creating events that enrich the student experience.

Why Event Visibility Matters for Student Success

Campus events aren't just "nice-to-haves" but essential facets of the student experience. Research consistently shows that students engaged outside the classroom are more likely to stay enrolled, perform better academically, and feel connected to their institution. Studies also highlight an inequity in who participates in extracurricular activities, with timing, location, and lack of knowledge being contributing barriers.

Without a centralized, accessible calendar of events, students often miss opportunities to get involved. The more visible and accessible your campus activities are, the more students participate and the more connected they feel.

Central Arizona College even needed a scheduling system to organize appearances for its mascot, Vaquero Pete.

"To try to coordinate the appearances for multiple campuses and for multiple events, it was critical that we have a tool to help us organize Pete's schedule. 25Live and the 25Live Publisher tool have been able to fill that need for us, and everything has been working very smoothly."
–Angela Askey, Executive Director of Public Relations and Marketing

Pete's calendar is visible for all, and organizations can easily book his appearance or check when he's available.
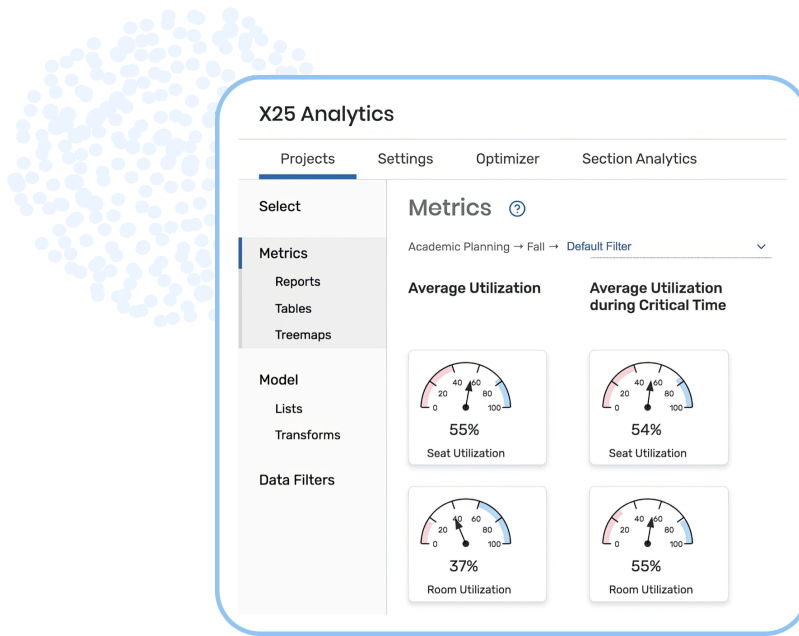
Chapter 4:
Smarter Use of Space Leads to Better Student Access

Classrooms and learning spaces are among the most valuable resources in higher education, but without the right tools, they're rarely used to their full potential.

Poor space utilization isn't always obvious. A classroom may appear fully booked on paper yet sits half-empty in practice. Labs may be in high demand, while nearby rooms go underused. When institutions lack accurate data, assessing actual usage or planning effectively for growth, remodeling, or resource reallocation is difficult.

The impact on students is real. Limited access to properly equipped classrooms, overcrowded spaces, and poorly timed schedules can all affect learning outcomes. When space isn't aligned with demand,

students may have fewer options for the classes they need or find themselves in learning environments that don't support their success.

Powerful Visualization with X25® Analytics

X25, a feature of Series25®, provides powerful visual reporting on how campus space is being used and how it could be used more effectively. Through color-coded graphs and custom reports, decision-makers can:

- Identify underutilized or overcrowded rooms
- Spot scheduling gaps or misaligned course placements
- Use real data to justify construction, renovation, or space reallocation
- Understand trends in room use across departments and over time

These insights allow institutions to make strategic choices that expand access and align available space with actual demand.

Whether the goal is to repurpose a lab, add more evening sections, or

improve classroom availability for hybrid learners, Series25 empowers your leaders with the information they need to confidently support those decisions.

Chapter 5:
Simple Technology That Supports, Not Slows Down

The best technology in higher education is powerful and practical. It should streamline operations, not complicate them. For educators and administrators already managing demanding workloads, new systems must be easy to learn, simple to maintain, and flexible enough to adapt to evolving institutional needs.

Series25 is built with this in mind. Unlike complex platforms that require intensive IT resources or steep learning curves, Series25 is cloud-based, continuously updated, and designed to work right out of the box. There's no software to install, and no waiting on IT to make critical updates or changes. Its mobile-friendly design allows staff to schedule, adjust, and review room assignments from anywhere for flexibility and real-time responsiveness.

Success Story: University of Tennessee Cuts Scheduling Time by 80% with Series25

At the University of Tennessee, managing classroom and event scheduling across a large, dynamic campus was time-consuming and often reactive. Staff spent hours troubleshooting double bookings, resolving user complaints, and manually coordinating space requests. The university needed a smarter, more centralized way to support physical and virtual learning environments.

By implementing Series25 and using 25Live as its centralized scheduling interface, the university transformed its entire scheduling workflow to achieve an estimated 80% reduction in administrative time. This dramatic improvement resulted from reduced time resolving booking issues, intuitive self-service tools, and responsive customer support from CollegeNET.

With Series25 in place, scheduling tasks that once took hours can now be completed in minutes, with greater accuracy and fewer errors. Administrators have a unified system to view and manage space usage campus-wide, leading to more efficient and equitable scheduling decisions. The impact extended across all user levels. From experienced schedulers to first-time users, everyone can quickly and confidently complete scheduling tasks to improve the overall experience.

Series25 Backs its Superior Technology with Gold-Standard Customer Service

"The biggest thing has been how great the customer service is. This was a big sticking point for us after our experience with our previous vendor. Beginning with the implementation (which was fantastic!), CollegeNET has always made us feel like the University is valued and listened to. Our perspective on how we need to use the system is never minimized. We always get a quick response from the CollegeNET Support team, and they dive into our instance and resolve the issue without delay."
–Kylea Swanson, UTK Director of Campus Scheduling and Event Services

Beyond the platform itself, Series25 is backed by CollegeNET's dedicated support and onboarding resources. Institutions receive guided implementation, training materials, and responsive assistance, helping teams feel confident and supported every step of the way.

Conclusion:
Transform Your Institution with Series25

In today's higher education landscape, operational efficiency isn't just a back-office goal but a student success strategy. Every minute staff spend resolving conflicts, managing spreadsheets, or navigating disconnected systems takes time away from supporting learners and driving institutional goals forward.

Series25 empowers colleges and universities to shift that balance. By streamlining scheduling, centralizing space and resource management, and integrating seamlessly with existing systems, Series25 reduces administrative workload and eliminates the barriers that slow your team down.

When operations run smoothly, staff can focus on strategic priorities, faculty can dedicate more energy to teaching and mentoring, and, most importantly, students benefit from a more consistent and accessible academic experience.

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