Course scheduling guidelines

The primary purpose of these guidelines is to minimize scheduling conflicts for students. A secondary purpose is to maximize room use in anticipation of the need for more intentional scheduling during and after the Hagg-Sauer project.

The rationale behind the guidelines is a finding in a student survey from 2013 that 25% of students indicated they needed to delay graduation due to course scheduling conflicts. For the spring of 2015, approximately 10% (99 of less than 1000) courses meet at times outside our current scheduling guidelines. In addition, anecdotal reports from students attempting to register for spring of 2015 suggests the problem is increasing.

To address these concerns, the following guidelines have been established, starting in the fall of 2015.

1) Please follow the updated course scheduling time patterns (attached). Liberal Education courses that do not follow the standard scheduling time pattern should not be scheduled during the prime time hours of 9:00 AM to 2:50 PM (course should not start or end during prime time). In a case where the department is recommending a non-standard course schedule for other classes during prime time, the department needs to provide evidence to the Dean that the proposed course schedule will not affect student schedules in a way that will delay student graduation.

2) Departments should ensure that courses are distributed evenly throughout the day, and over the days of the week.

3) Whenever possible, a course-prerequisite and a course that requires the pre-requisite should be scheduled at the same time. In general, establish course schedules to minimize class conflicts.

4) Any changes to scheduled times, or additions or removals of courses are required to go through the respective Dean’s office.

Additions, beginning Fall 2016:

5) Required emphasis courses should be not scheduled at the same time in order for students to be able to complete multiple emphasis areas.

6) Required courses within a major should not be scheduled at the same time in order to allow students to take any section of each required course.

7) Cluster courses at a given level for a given major in order to allow students to complete three required classes for the major in a 3-5 hour block to promote retention/graduation.

8) Course offerings need to be spread out evenly throughout the business day. Courses must fit into the regular class meeting times unless there is a business reason to deviate from the class meeting times.

Updated January 2016; for review
Course Input Procedure/ Room Scheduling

All courses need Dean approval prior to being entered in the class schedule. The following definitions assist with the classification of courses and their subsequent classroom requirements.

- **On-Campus Course** – the course meets on-campus for the minimum number of hours per week, based on course credits, over the course of the semester, there is no reduction in seat time.

- **Blended/Hybrid Course** – the course has 3 or more face-to-face meetings, the remainder of the class is taught on-line. It is preferred that the course has regularly reduced seat time. All meeting dates/times must be listed in the course schedule.

- **On-line Course** – the course may have up to 2 face-to-face meetings, the remainder of the class is taught on-line.

All on-campus and on-line courses are input by department assistants by the deadline designated by the Records Office. The class schedule is created by the department chair on a standardized spreadsheet and submitted to the Dean for review.

In the event that additional sections of a course may be offered due to demand, the procedure is to set up the first section without a waitlist, set up the second (or subsequent) section with an enrollment capacity of 0 and a waitlist. The Dean will notify the Records Office when the second (or subsequent) section should be opened. Once opened, the established waitlist on the course will process.

After the input deadline, all changes are input by staff in the Records Office. All changes to the schedule (instructor, course capacity, time, as well as course deletions and additions) must be approved by the Dean or Dean’s designee. Changes are submitted to the Records Office.

Classrooms should only be scheduled for those days/times where seat time is required. If seat time is reduced the classroom should not be reserved in order to allow the classroom to be used for other purposes.

**Process to assigning rooms:**

1. Department staff would assign all 210 classrooms (labs).

2. Records Office staff would assign all 110 classrooms (general purpose) based on the following priorities:

   - A) Upper division classes scheduled in classrooms near faculty offices, when possible.

   - B) Lower division classes scheduled in ALC unless the course is required course in a major and a non-liberal education course.

Updated January 2016; for review
C) Provide faculty the opportunity to designate the classroom they want for a course. That preference will be taken into consideration. If that classroom is not available, a room with the same attributes will be identified. In the case a room is not available, an alternate time may need to be determined.

3. Deans have final approval for all room assignments.