

## COURSE SCHEDULING RESPONSIBILITIES

### I. Department

- A. School Director or designee – Develop class schedule information to be submitted by specific deadlines to the Dean’s Office, monitor the School’s

### II. Dean’s Office

- A. Dean’s Office Scheduler – Collect semester class schedules from the schools within the Colleges. Check initial schedule submissions, resolve conflicts. Enter initial class information and process changes at appropriate times. Distribute class schedules to schools.
- B. Dean- Evaluate requests and approves policy for course additions, cancellations and changes submitted after the term’s schedule is available on the web.

### III. Scheduling Office – Academic Schedulers

- A. Monitor R25 which assigns classrooms for all academic courses.
- B. Keep up to date records of all room assignments and changes at the University.

**IVh contacts with the Colleges, the Scheduling Office and Academic Affairs. Supervise the entire scheduling process to ensure the accurate and timely production of the Schedule of Classes for web access.**

- C. Enter cancellations and changes after pre-registration has begun. Verify that Students are notified of schedule changes that affect them. Monitor schedule changes negative effects on the students are minimal.

D. Determine Step Date Calendar and communicate these dates to the appropriate offices – Dean’s Office, Room Scheduling Office and Academic Affairs

**V. Information Technology**

Maintain Schedule 25 academic room scheduling program.

**VI. Academic Affairs**

Maintain catalog with changes, additions and deletions entered as approved through the curriculum approval process. Communicate with academic units regarding catalog content and change policy.

**Course Scheduling**

The Registrar’s Office initiates a step-date calendar with deadlines by semester (typically one cycle: (summer, fall and spring). The Dean’s Office initiates a memo to Directors with Dean’s Office deadlines allowing for Dean’s Office to proof and input schedule into the system.

Acceptable changes that may be done during any step are instructor and course capacity (if room accommodates change).

**STEP 1 – TERM OPENS IN BANNER (Initial Input)**

Dean’s Office Schedulers enter the class schedule information (including room assignment) provided by Academic Departments.

**STEP 2 – SCHEDULE 25 LOAD**

Scheduling Office runs Schedule 25 to assign rooms

**STEP 3 - DEANS OFFICE CORRECTIONS**

Departments prepare Class Schedule Updates to change or cancel courses scheduled in Step 1 or add courses not previously scheduled. Room availability must be checked and entered in Banner. The Department Chair/Director must sign all Class Schedule Updates to indicate approval at the program level. The Dean’s Office Scheduler makes the changes in Banner as requested.

**STEP 4 – POST WEB ADDITONS AND CORRECTIONS**

**STEP 5 – REGISTRAR’S OFFICE**

Any changes or corrections made to courses with enrolment must be done or

## **II. ADDITIONAL RECOMMENDED GUIDELINES**

- A. Begin and end classes at suggested times to allow for student schedule building
- B. It is recommended that colleges schedule no more than 65% of classes in high utilization period (9:00am-2:30pm) and no less than 35% of classes in low utilization periods. Classes beginning at 2:30pm should be construed as falling outside of the high utilization periods.
- C. Schedule laboratory priority classrooms as required. Classrooms assigned to Departments may be pre-assigned for internal utilization.
- D. Classes may be scheduled in any block configuration after 5:00pm.

## **III. SECTION NUMBER ASSIGNMENT**

### **Banner Sections Numbers**

Section number 1-499 – Regular on campus courses

Section number 970-979 – Online on campus courses

Section number 880-899 – Degree Programs Directed Studies

### **Extended Studies Courses:**

Section number – 500-599 – Independent Study

Section number – 600-649 – Professional Development (off campus face to face)

Section number – 650-699 – Contract Courses (off campus face to face)

Section number – 700-799 – Off Campus Degree Prog (face to face, includes Urban Ed)

Section number – 900-929 – Off Campus Degree Programs online

Section Number – 930-939 – Independent Study online

Section Number – 940-959 – Professional Development online

Section Number – 960-969 – Contract Courses online

Section Number – 870-879 – Professional Dev. Directed Studies

Section Number – 990-999- Blackboard Merged Courses

## **IV Academic Room Scheduling Procedures:**

Academic scheduling entails the use of 3 major systems:

Banner (SSASECT)

Schedule 25

R25 Space Scheduling Software

- R25 Scheduler must adhere to Step Date Calendar (developed by the Registrar's Office) for entry of class information into Banner and R25 systems. All class changes in Step 5 with student enrollment must be completed by the Registrar's Office using the class update form.

- Pre-assigned classes are to be minimized. Labs etc
- All room assignments are entered into Banner when courses are initially created and assigned through R25.
- No room assignments are done during finals week.
- Faculty, students programming coordinators for academic related “events”