

Class Scheduling Parameters ***Effective Fall 2007***

The Office of the Registrar makes classroom assignments in university facilities. This office maintains a central record of all assignments, which is the only official source of information about class meeting locations. While the Registrar endeavors to allocate to each class the room best suited to its needs, it is not always possible to assign an individual class to the room preferred by the instructor.

Due to the pressure of space, as well as the difficulty of developing student schedules, deans and department chairs should observe the following parameters when building their class schedules.

1. Approved class meeting times for both the Main campus and the Parkview campus as found on the Class Meeting Matrix **must** be followed in class scheduling.
2. The Registrar's Office will communicate to the departments, following Round 1 of scheduling for each semester, any and all sections which fall outside of the scheduling parameters so that these can be corrected prior to completion of the final schedule.
3. Requests for exceptions to the scheduling parameters must be submitted in writing with sufficient rationale for consideration, first to the College Dean. After College approval, requests will go to the Registrar for final approval.
4. Course offerings ***must be spread throughout all the available day/time periods.***
 - a. Courses with 3 or more sections should be distributed between morning, afternoon, and evening hours.
 - b. Course with 3 or more sections should be distributed across the days of the week.
 - c. Classes offered by a department should be evenly spread between two-day and three-day class meeting schedules.
 - d. Departments should distribute courses offered in the evenings across the days of the week from Monday to Thursday as well as between the early and later evening periods.
5. An overall review of proposed schedules is the responsibility of the Provost and Vice President for Academic Affairs. Modifications of the proposed class schedules may be necessary for space reasons.
6. Only the Office of the Registrar may change the room to which a class is assigned. The class may not be moved from one class period to another without the approval of the Dean and is subject to space availability as determined by the Registrar.
7. Courses required for the major should not be offered at the same or overlapping times, unless offered in multiple sections. ***Co-requisites*** should be cooperatively scheduled by the involved departments to avoid time conflicts. ***Pre-requisites*** may be offered in overlapping times with the sequel course.
8. Generally only laboratories, clinical experiences, or approved studio classes may be offered for more than two consecutive hours between 8:00 a.m. and 4:00 p.m. Departments/colleges should make a concerted effort to "stack" these courses. Other requests will be scheduled on a space-available basis.

9. Courses that require breakout/discussion rooms should be scheduled throughout the hours of the day as well as the days of the week to facilitate student scheduling. All courses requiring breakout/discussion rooms must be shown in Banner with two meeting times; the first should be the common lecture time and the second should be for the breakout/discussion.
10. Faculty assignments ***must be made during Round 1*** of schedule building for the Registrar to accommodate faculty preferences or back-to-back scheduling. Note: all instructor assignments/changes/deletions in Banner are the responsibility of the academic units.
11. If the department offers a course that requires a student time commitment that exceeds the time for which a room is needed, the course must be listed with two meeting times. The first meeting time is the time for which the room will be scheduled. The second meeting time lists the additional time requirement for the student, but can be assigned to NOBLD.
12. The College Dean and the Provost must approve multiple sections of the same course that are scheduled at the same time, in the same classroom, on the same days with the same professor.
13. Multiple courses that are scheduled in the same room at the same times and days ***must be approved by the College Dean and the Provost.***