

Scheduling Procedures

Attached are spreadsheets for the Summer and Fall 2014, as well as the Spring 2015, semester schedules. Please note the following:

With three terms being processed simultaneously, mistakes are more likely to occur. Please be sure to note the appropriate term on the each spreadsheet AND any schedule-related correspondence thereafter. This is very helpful.

Please make any changes to existing courses on the line directly below the course. These changes will be indicated in **RED**. Only changes in **RED** will be processed.

To add course sections to the schedule, go to the end of the spreadsheet and type all information required for that section. These changes will be indicated in **GREEN**.

When changing instructors, you must include the instructor's ID# along with the name. If the ID# is not provided, the instructor will be listed as "STAFF"

Please indicate if a course is online by listing the appropriate class type in column "R" on the right side of the spreadsheet using the following guidelines:

- **OB** - Any course that is 30%-50% online is considered a "**Blended-Hybrid Online Course**".
- **OH** - Any course that is 51%-79% online is considered a "**Blended-Hybrid Online Course**".
- **OM** - Any course that is 80%-99% online is considered an "**Online Course**".
- **OL** - Any course that is 100% online is considered an "**Online Course**".

Please notice that both the OB and OH types have the "Blended-Hybrid" notation. The online percentages are different for each. The OM and OL types both have the "Online Course" notation. Please be sure to specify which type is being utilized.

These courses must be reported to OBR as on-line courses.

If you want specific rooms or labs, you must indicate this on the draft schedule. We will make every effort to assign these rooms. The department assigned to a specific room will be given first priority on the first submission only. After this submission, all rooms not in use will be open for scheduling.

PLEASE be sure to include the enrollment limit for each course. If not specified, course enrollment will be set **at or near the capacity of the room** requested.

All schedules must be submitted electronically on the spreadsheet that is provided. Send schedules via e-mail to **COURSE CLASSROOM REQUEST**.

Every effort should be made to not assign full-service faculty members to classes scheduled between the hours of 4:00pm and 5:00pm on Mondays and Wednesdays. This block of time shall be allotted for the purpose of holding meetings.

We must adhere to the deadlines below to ensure that the schedule is available on time. Your **COMPLETE** schedule should be submitted by the first deadline. You will receive the schedule for a final review. Minor changes and/or corrections should be made at that time.

February 7	1 st Draft of the Summer/Fall 2014 and Spring 2015 schedules due in Office of the Registrar by 5:00 pm.
February 21	2 nd Draft of the Summer/Fall 2014 and Spring 2015 schedules will be sent back to the departments.
March 7	Final Draft of the Summer/Fall 2014 and Spring 2015 schedules due in Office of the Registrar by 5:00 pm.
March 14	Completed Schedules will be available online for students and faculty.
March 31	Summer/Fall 2014 Priority Registration for Seniors begins.
November 3	Spring 2015 Priority Registration for Seniors begins.