

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 class schedule to meet the needs of students, faculty, the School, the College and the University.
- B. School Academic Scheduler-Prepare class schedule for Dean’s Office by specified deadlines. Provide class schedule changes in required format by specified deadline to the Dean’s Office.

II. Dean’s Office

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

IV Registrar’s Office – Assistant Registrar

- A. Train personnel in scheduling entry procedures and policies. Administer Policy as developed for cancellations and course changes after pre-registration has started. Problem solve as required through 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 approved by the Registrar’s Office. **No changes that would impact students should be made after Step 2 without good justification.**

SEMESTER CLASS SCHEDULING TIME PATTERN SUGGESTIONS

I. CONTACT HOURS

To meet the CCHE mandated 750 contact minutes per Lecture credit hour the following minimum contact minutes must be scheduled:

- 1 credit hour class = 750 contact minutes = 12 ½ hours
- 2 credit hour class = 1,500 contact minutes = 25 hours
- 3 credit hour class = 2,250 contact minutes = 37 ½ hours
- 4 credit hour class = 3,000 contact minutes = 50 hours
- 5 credit hour class = 3,750 contact minutes = 62 ½ hours

One Credit Hour – one 50 minute class per week

Two Credit Hours – two 50 minute classes per week

Three Credit Hours – three 50 minute classes per week or
Two 75 minute classes or one 3 hour block

Four Credit Hours – three 50 minute and one 60 minute
Class per week

Five Credit Hours – four 50 minute and one 60 minute class per week

Final Exam week is counted in the contact minutes

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” (meetings etc) should be requested through the college or department R25 scheduler. All other non academic-related events, programming should be requested through the www.unco.edu/scheduling website.
- If a space is double booked the appropriate college will resolve the conflict in coordination with the Scheduling and Events Office.

Make every effort to utilize **all** spaces that possess criteria needs.

Office of the Registrar
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