

Spring 2019 Schedule Building Process

Academic Scheduling office will send out Department data. Spring Data will include Spring 2018 sections offered, sections canceled, active sections, average class size, course capacity and low enrollment requests as well as trend data from Tableau.

In order to continue to work towards a guaranteed schedule for students and departments, the goal is to see strategic increases and decreases in sections utilizing trend data from Tableau and the course capacity reports with a goal of 85/0 (85% capacity 0% cancelation rate) without a decrease in average class size.

Process for Spring Schedule Building:

1. Chairs review BOExi SR_3530. **Only the 3530 will be accepted for schedule building** for 4192 to make edits and prepare the 4192 schedule
2. Chairs meet with their Dean and Jennifer Stroops for approval before submitted to Academic Scheduling either during Summer (if available) or the week of August 27th.
 - a. go over swapping sections
 - b. hybrid\face-to face\internet
 - c. curriculum changes that impact scheduling
 - d. issues - splits, high load courses, ect.
 - e. start and end dates that occur outside of regular semester
3. Dean approves
 - a. academic scheduling takes an approved copy.
 - b. academic scheduling inputs approved schedule
 - c. academic scheduling notifies Department and Dean when changes are complete
4. Department Chair double checks the SR_3530 for accuracy and can make non-impact changes without additional approval
5. Changes that impact number sections and\or capacity require additional Dean's approval prior to submission to scheduling

Spring 2019 Schedule Building Important Dates

- September 3, 2018 – Last week to meet with Academic Scheduling and Dean
- September 17, 2018 – Schedule Building ends
- October 1, 2018 - Spring 2018 Registration begins (subject to change).
- October 2, 2018 - Change of Master process begins (subject to change). Departments use the Change of Master Form to make changes to Spring 2019 schedule