Fall and Summer 2015 Schedule Building Process

Academic Scheduling office will send out Department data by October 17th. Spring Data will include Fall 2014 sections offered, sections canceled, active sections, average class size and course capacity. The goal is to continue to work towards a guaranteed schedule for students and departments. To achieve this goal some departments may need to reduce their offerings more than others.

Process for Fall and Summer Schedule Building

1. Department Chairs review BOExi SR_3530 for 4156 and 4154 to make edits and prepares the Fall and Summer 2015 schedule
2. Department Chairs meet with their dean and the Scheduling Office for approval before submitted to Academic Scheduling. The Department Chair, Dean and Scheduling will meet no later than the week of February 23, but should meet anytime before.
   a. go over swapping sections
   b. hybrid/face-to face/internet
   c. curriculum changes that impact scheduling
   d. load issues - splits, high load courses ect.
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
6. Department Chair submits revised SR_3530 to Academic Scheduling (with approval if required)