**Spring 2015 Schedule Building Process**

Academic Scheduling office will send out Department data by May 15th. Spring Data will include Spring 2015 sections offered, sections canceled, active sections, average class size and course capacity. In order to continue to work towards a guaranteed schedule for students and departments, the goal is to see an overall 3% reduction in the number of sections offered in Spring 2015. To achieve this goal some departments may need to reduce their offerings more than others.

**Process for Spring Schedule Building**

1. Chairs review BOExi SR_3530 for 4152 to make edits and prepares the Spring 2015 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 25th.
   a. go over swapping sections
   b. hybrid/face-to face/internet
   c. curriculum changes that impact scheduling
   d. load issues - splits, high load courses etc.
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)

**Schedule Building Process Flow - Spring 2015 schedules and meeting with deans NO LATER than September 1, 2014 Schedule Building ends September 30, 2014. Spring 2015 registration begins October 5.**

Change of Master process begins October 5. Departments begin to use the Change of Master Form located at [http://mesacc.edu/employees/academic-scheduling/academic-scheduling-resources](http://mesacc.edu/employees/academic-scheduling/academic-scheduling-resources)