Spring 2016 Schedule Building Process

Academic Scheduling office will send out Department data. 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 a continued reduction in the number of sections canceled and increase in overall class size average.

Process for Spring Schedule Building
1. Chairs review BOExi SR_3530 (only the 3530 will be accepted for schedule building) for 4162 to make edits and prepares the 4162 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 24th.
   a. go over swapping setions
   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

6. Department Chair submits revised SR_3530 to Academic Scheduling (with approval if required)

Spring 2016 Schedule Building Important Dates
- September 7, 2015 – Last week to meet with Academic Scheduling and Dean
- September 30, 2015 – Schedule Building ends
- October 5, 2015 - Spring 2016 Registration begins (subject to change).
- October 5, 2015 - Change of Master process begins (subject to change).

Departments use 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) to make changes to Spring 2016 schedule