

INTEROFFICE MEMO

DATE: June 11, 2014

TO: Academic Departments

FROM: Margaret Stewart, Scheduling Analyst, Academic Scheduling
Heather Edberg, Scheduling Assistant, Academic Scheduling

RE: 2015 Winter Schedule of Classes – “The Call”

Enclosed is your course listing for **Winter 2015**. Please make the necessary changes, additions, and deletions to the Course Term Maintenance file in the Student Information System (SIS). All revisions for the “Call” must be completed in SIS no later than **Friday, August 8, 2014 at 5:00 p.m.**

Courses requiring a general assignment classroom must have the projected enrollment figures updated in the expected enrollment field located on SIS screen 130 (Course Section Meeting Schedule). Scheduler 25 does not assign classroom space if the expected enrollment field is **blank**. However, if you use a department room for a course, please remove the expected enrollment and update the department room on screen 130 so the course will not appear on our NOROOM report. If your department room is not in the room file in SIS, please contact Academic Scheduling. We will verify if your department room has been approved for instructional use by Capital Resource Management. If it is approved, we will add the room to SIS room inventory so your department can schedule it on screen 130. If the room has not been approved for instructional use, we will make the initial contact to Capital Resource Management so the room in question can be evaluated.

We request that the guidelines listed below, as well as the enclosed Academic Scheduling guidelines, be followed when planning your course offering schedule.

- **Academic Scheduling Web Site**
Academic Scheduling now has a Web site! Part of the Registrar’s Office Web site, the Academic Scheduling Web site provides information on general assignment classrooms, scheduling academic courses and one-time events, SIS course and room scheduling, and information on classroom technology and maintenance requests. [Click here](#) to visit the site.
- **Prime vs. Non-prime**
In accordance with the established Scheduling guidelines, please endeavor to schedule 50% of your primary activities during prime time (8:00AM – 2:00PM) and the remaining 50% of your class offerings during the non-prime time (2:00PM – 11:00PM). Secondary class activity sections (discussions/laboratory) should be limited to a 60/40% split. If the class offering distribution has not been accomplished, we may request revised class times.

- **Screen 127 – Summary Statistics**

This screen provides the historical enrollment of a given course, usually going back several years. We encourage you to utilize this screen as a tool when establishing your department's course schedule for each quarter.

- **Course Offering Times**

Class times need to conform to the established time blocks of 1 hour MWF and 1 1/2 hours TR. Scheduling consideration for any course that does not conform to the established time blocks will be made only if classroom space is available and after all other course sections with standard time blocks have been scheduled.

- **Non-Standard Times**

Large lectures (in rooms with 80 or more seats) cannot be scheduled at non-standard times before **5:00 p.m.**

Courses in rooms with 79 or fewer seats cannot be scheduled at non-standard times before **2:00 pm.**

- **Prerequisites and Restrictions**

Prerequisites and course restrictions cannot be entered into the Course Term File unless they are listed as an approved component of the course in the Course Request and Maintenance System (CRAMS). Enforcing prerequisite checking is optional; however, full disclosure of any prerequisite that is enforced must be listed in the online Schedule of Classes. Please discuss prerequisite checking with the faculty member who will be teaching this course. Also, please feel free to contact Academic Scheduling if you have questions related to entering registration controls for any of your courses.

- **Memo Note Update**

If a course is approved with "OR written consent of instructor," a corresponding memo note is added on SIS screen 131. In past quarters, memo note code MR1 was used to add this statement. Effective now, please utilize the memo note code **MLZ** when adding "OR written consent of instructor" on screen 131 after entering any approved course restrictions. If other memo notes are being utilized, please enter the MLZ memo note last. This placement ensures when the course appears on the online Schedule of Classes, the restriction information flows logically (e.g., "Minimum level: upper division OR written consent of instructor.").

- **Screen 132 – Faculty ID Update and TA Information**

Faculty identification numbers entered on screen 132 must begin with the digits "85." Do not use a faculty ID number that begins with "84." Also, do not use a faculty ID number that shows "DO, NOT USE" in the Instructor Name field.

In addition, teaching assistants (TAs) may be added to screen 132 for non-unit bearing courses only.

- **Classroom Requests**

Please submit all classroom requests to Academic Scheduling no later than **Friday, August 8, 2014 at 5:00 p.m.** Classroom requests may be sent via e-mail or in a memo; please provide as many details as possible. Please note that all requests are considered; however, due to the continuing enrollment growth of the University, Academic Scheduling cannot guarantee that all requests will be granted. If your requested classroom is not available, Academic Scheduling will contact you and will continue to work to find a solution acceptable to both parties. **Please note: if you change your course meeting time and location, this will affect your final exam date and time.**

Reminder: if during the scheduling production cycle you are offered an optional day, time, and/or classroom for a course, please confirm the change is acceptable with the applicable faculty member before responding to Academic Scheduling.

- **Professors With Special Needs**

Academic Scheduling maintains an internal list of UCR faculty who has special needs and/or physical disabilities. If you have any professors in your department with special needs or a disability, please provide this information in writing to Academic Scheduling.

However, every quarter we still need from the departments a written request for the classroom or classrooms that the professors with special needs can access easily. Academic Scheduling, in compliance with ADA regulations, will do its best to accommodate special needs requests. Although it is optimal to receive such requests before the start of the quarter, please notify us even if a special needs request comes up after the quarter begins.

- **Classroom Requests for Pending Courses**

Room requests for pending courses also need to be submitted in writing to Academic Scheduling by the "Call" deadline. Please include a requested day and time for the pending course, as well as an expected enrollment. Please be advised that a general assignment classroom will not be assigned to a pending course until it is approved by the Committee on Courses and the course is added to the Course Term Maintenance File. If at that time the requested classroom is not available, Academic Scheduling will endeavor to accommodate the formerly pending course as much as possible. For example, we may offer the applicable department an alternative classroom at the same time, or the same room at an alternative time (both options subject to general assignment classroom availability).

- **Available Media**

To view the available media detail for any general assignment classroom, please [click here](#) to visit the Smart Classrooms Web site. Multimedia Technologies also has a Web site for classroom information regarding audio equipment and room set up. Please [click here](#) if you have any questions about the available media in general assignment classrooms.

- **What Academic Scheduling Needs**

By the "Call" deadline date previously indicated, Academic Scheduling needs the following from the departments in writing: (1) room requests; and (2) typeset notes. Please do not return the documents e-mailed to you in the "Call." These are for your reference. Any changes to courses that are notated on your "Call" must have been entered in SIS by the stated deadline date.

- **Second “Call” for Winter 2015**

The second “Call” for 15W will be e-mailed to the departments around **Tuesday, September 2, 2014**. This will reflect course updates up through the date of this second mailing. The second “Call” will be for minor revisions only.

- **Proof Dates**

The Winter 2015 proof copy is scheduled to be e-mailed to department scheduling contacts on **Monday, October 20, 2014, prior to 5:00 p.m.** All course changes and updates to proof copy will be due back to Academic Scheduling by **Thursday, October 23, 2014 at 5:00 p.m.** All department proofs are to be signed off by the applicable department contact and returned to Academic Scheduling in their entirety to the Registrar’s reception area (second floor of the Student Services Building). The targeted date for the 15W Schedule of Classes to go online is **Thursday, October 30, 2014.**

- **TBA**

When the Schedule of Classes goes online and a course class time or classroom remains in negotiations, Academic Scheduling will notify the department that a TBA will be listed for the day, time, and location. Academic Scheduling will remove the notation of TBA when an agreement has been reached. It is the department’s responsibility to update the date, time, and room when using a department classroom.

- **Room Request Conflicts**

In the event of a conflict, priority will be given to the course which demonstrates the highest seat utilization based on (1) current projections; and (2) the end of the third week enrollment figures for the last three terms the course was taught (not including summer or the current quarter). **Please refer to the attached copy of the official scheduling guidelines.**

Please feel free to call Academic Scheduling at extension 2-2883 or 2-3408 if you have any questions on any of the items outlined above.

Thank you!

cc: Lucy Del Toro, Assistant Registrar

Enclosures