

June 2016

Scheduling Process Guidelines for General Assignment Rooms

Prime Time = Starts after 9:00 a.m. and before 3:00 p.m.

Non-Prime Time = Starts before 9:00 a.m. or after 3:00 p.m.

Standard Teaching Pattern = Tuesday/Thursday or Monday/Wednesday/Friday

Non-Standard Teaching Pattern = A teaching schedule that does not match the above patterns (i.e. single day instruction, Monday/Wednesday, etc.)

- A. Departments are limited to requesting no more than 50% of their lectures/seminars and no more than 60% of the lab/discussions during prime time hours. Classes meeting on one day only and for more than normal duration (e.g., 3 hour seminars) should be scheduled in non-prime time to ensure maximum space utilization for all. (Exceptions may be necessary. See Item D below.)
- B. Departments are limited to requesting no more than 40% of their lectures/seminars on a Tuesday/Thursday teaching pattern (standard and non-standard patterns combined). (Exceptions may be necessary. See Item D below.)
- C. Sections offered in prime hours must conform to established time blocks (standard teaching pattern). Established time blocks are fifty-minute classes beginning ten minutes after the hour in the Monday, Wednesday, and Friday (MWF) pattern, and eighty-minute classes beginning ten minutes after the hour or half hour (i.e., 8:10 a.m., 9:40 a.m., 11:10 a.m., 12:40 p.m., 2:10 p.m., 3:40 p.m., 5:10 p.m.) on Tuesday and Thursday (TR). The one exception to this rule is the scheduling of sections in one-hour time blocks on Tuesday or Thursday for discussions. Sections requiring non-standard teaching patterns are restricted to the non-prime hours.
- D. To minimize interdepartmental conflicts and to develop a schedule based on sound educational principles and promote time-to-degree, the following guidelines will prevail:
 - a. Items A – C above will be monitored at the time of department schedule submission (Call Deadline). If a department is out of compliance or misses the deadline, the department will be notified to adjust the request(s) as appropriate. This will not delay the scheduling of classroom spaces so a department that has the initial submission returned may receive room considerations after the first run of the room optimizer algorithm (Scheduler 25).
 - b. During the prime times, in order to improve space utilization, the use of general assignment rooms will require a course history with a minimum

enrollment of four for graduate courses, eight for upper-division courses, and twelve for lower-division courses.

- c. In the event of conflicts, priority will be given to the course that demonstrates the highest seat utilization based on current projections and end of third week enrollment figures for the last three terms the course was taught (not including the current quarter or summer session). Special consideration may be given when departments submit substantial information identifying significant anticipated enrollment increases beyond those of the general campus.
 - d. Assignment of teaching duties is completed by the Chair of the Department; the assignment of teaching days, times, and rooms is not guaranteed and is driven in concert with the classroom utilization standards, time-to-degree requirements and overarching academic scheduling rules outlined above. Faculty requests will be taken into consideration, but are not guaranteed, unless the faculty member has a documented disability that must be accommodated or a unique technical/logistical need exists that is not available in all classroom spaces.
 - e. Rooms may be reassigned if it is found that utilization standards need to be addressed due to actual enrollments not meeting or exceeding the expected enrollments (an example of exceeding expected enrollment includes courses with waitlists where the current constraint for meeting the true demand is classroom space only). The Registrar's Office will provide courtesy notification to the departments of changes prior to the first day of instruction. After the first day of instruction, any room changes will be discussed with the department prior to making the formal change.
- E. Departments should work within their college structure related to large schedule or room changes to ensure alignment with time-to-graduation and curriculum conflicts.
- F. The Registrar's Office will maintain a wait list for departments that would like to offer courses during prime time or on a Tuesday/Thursday meeting pattern in excess of the above percentages. These requests will be satisfied when possible on the basis of room availability, optimal utilization, and in the order that the Schedule of Classes copy is received in the Registrar's Office.
- G. As an additional enrollment management tool, all undergraduate courses will have a waitlist assigned. The waitlist will have the max number of allowable waitlist seats. While waitlist will be assigned it is up to the department and/or colleges to utilize them to project potential demand as appropriate.