

PROCEDURE

Number: 41-10
Title: Scheduling
Responsibility: Academic Affairs
Original Approval Date: 2/3/2004
Last Cabinet Review: 4/1/2025
Last Revision: 4/1/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC:

Other:

Procedure Description

PURPOSE

To provide guidelines governing the scheduling development of course offerings.

PROCEDURE

Annually, Department Chairs, Academic Affairs administrative assistants/coordinators, and the Room Scheduler will meet to develop the following year's Line Schedule and Report Schedule Calendars. Scheduling of courses will follow a uniform process with minimal changes. The course schedule will be finalized at least one semester in advance.

All courses will be scheduled using the Standardized Class Time Guidelines. Classes taught on and off-campus and via distance education will conform to the Standardized Class Time Guidelines. Exceptions will be made by the Vice President of Academic Affairs.

Department Chairs will develop the list of course offerings and forward to the Academic Affairs administrative assistants for input on the various screens and documents. Once a draft of the course offerings is complete, the administrative assistants notify the Room Scheduler to create room assignments. Major course/curricula revisions made after the first proofing of the line schedule will go

into effect the following term. Changes made after the first proofing of the Summer and Fall Line Schedules will take effect the following Spring Semester.

The Room Scheduler will assign rooms based on room requests and availability. Courses with specific room requirements will be assigned first. Then, based on room availability, other room assignments will be made.

The Vice President of Academic Affairs or designee will supervise course scheduling activities.