

# Scheduling Guidelines for General Assignment Classrooms

## - Effective Fall 2019 -

### A. Definitions:

**Prime Time:** 9:00 AM to 2:59 PM

**Non-Prime Time:** 7:00 to 8:59 AM and 3:00 PM and later

**Standard Meeting Pattern:** Standard meeting patterns include 1-, 2-, 3-, and 4-day patterns and are individually defined and listed on the Standard Meeting Patterns document.

**Non-Standard Meeting Pattern:** Any meeting pattern not defined and listed on the Standard Meeting Patterns document.

**Primary Activity:** The credit-bearing and gradable section(s) of a course. All courses have one primary activity.

**Secondary Activity:** The non-credit-bearing and non-gradable section(s) of a course. A course may have many, one, or no secondary activities.

### B. Prime / Non-Prime Time Distribution:

Departments may request no more than 50% of their primary activity sections and no more than 60% of their secondary activity sections during Prime Time hours. A section is considered in Prime Time if a) the start time of the section falls within Prime Time hours and b) the section is not listed as Scaffolding/Priority 1 by the Course Scheduling Committee (CSC).

Sections with multiple meeting patterns will have the primary meeting pattern referenced when determining compliance with this requirement. The primary meeting pattern is defined as the pattern bearing the greatest number of hours or which begins earliest in the week if hours are evenly distributed among multiple meeting patterns. This meeting pattern shall be given the session indicator of 01 on SSASECT. Standard meeting pattern B5 **is not** in Prime Time. Standard meeting pattern D5 **is** in Prime Time. Exceptions to this provision can be found in section D.4.

Departments that are not in compliance with this distribution requirement at the “Call” Deadline as monitored by the Office of the Registrar shall not have their sections scheduled until a schedule that meets these conditions is submitted by the department and verified by the Office of the Registrar. Notification of a department’s compliance status will be provided by the Office of the Registrar at the time of the “Call” Deadline.

### C. Meeting Pattern Requirements:

All offered sections should conform to the meeting patterns defined and listed on the Standard Meeting Patterns document unless granted an exception by the CSC. Sections requesting a non-standard meeting pattern for which an exception has not been granted by the CSC will be scheduled after all other primary activity sections if appropriate classroom availability exists. No section should employ a meeting pattern that spans multiple blocks (A-F). For additional details, please see the Meeting Pattern Matrix. To promote higher classroom utilization, secondary activity sections should generally begin on the hour.

### D. Scheduling Priority Order:

1. **Scaffolding Courses:** These courses are identified by the CSC and Provost and scheduled with standard meeting patterns for both primary and secondary activity sections. Sections in this category are not counted in a department’s Prime / Non-Prime Time distribution.

2. **Pre-Scheduling:** These sections have a non-standard meeting pattern or specific classroom assignment that has been approved by the CSC and Provost. Sections in this category are counted in a department's Prime / Non-Prime Time distribution. In order to guarantee scheduling under these agreements, course sections must be entered into the term no later than the Call Deadline. Sections entered after that time will be scheduled based upon current classroom availability.

3. **Standard Primary Activities:** All primary activity sections that request a standard meeting pattern and are not identified as a Priority 1 course by the CSC and Provost. Sections in this category are counted in a department's Prime / Non-Prime Time distribution. Most primary activity sections will be in this category.

4. **Non-Standard Primary Activities:** These primary activity sections have a non-standard meeting pattern for which an exception was not granted by the CSC and Provost. Sections in this category are counted in a department's Prime / Non-Prime Time distribution and are considered to be in Prime Time if any of the section's meeting times begins during Prime Time hours.

5. **Secondary Activities:** Sections in this category are counted in a department's Prime / Non-Prime Time distribution unless the course has been identified by the CSC and Provost as a Scaffolding Course.

#### E. Sections Assigned a Classroom in Department Hold Status (Effective Spring 2019):

A section in department hold ("H") status may retain an assigned classroom until 2 weeks prior to the first day of instruction for a quarter. If a section has not been placed into active status by that time, the classroom will be unassigned. Should the department wish to open this section in the future and utilize a general assignment classroom, they must first check classroom availability with the Office of the Registrar.

#### F. Resolution of Excess Demand:

Course sections will be scheduled in the priority order listed above. Where demand for a particular meeting pattern or classroom exceeds the availability for that meeting pattern or classroom, scheduling priority will be further determined based on the highest seat utilization available for current enrollment projections and the cumulative enrollment history for the most recent three quarters in which the course was taught over the previous nine terms (not to include Summer or the current term). Special consideration may be given when substantial documentation is presented by the department identifying significant anticipated enrollment increases beyond those of the campus-at-large.

#### G. Requests for Meeting Patterns:

The assignment of teaching duties is completed by the Chair of the department. The request for each course section's meeting pattern is completed by the department scheduling contact in consultation with the academic department. These requests cannot be guaranteed and are subject to the scheduling policies outlined in this document. Instructor requests will be considered, but are not guaranteed unless the instructor has a documented disability that requires accommodation.

#### H. Change Log:

The Office of the Registrar will maintain a log of sections for which departments wish to request a change in meeting pattern, maximum enrollment, or classroom. These requests will be processed when possible, in the order received, based on classroom availability and utilization. Departments should work within their college structure related to large schedule or room changes to ensure alignment with time-to-graduation and curriculum conflicts.

#### I. Reassignment of Classrooms:

Classrooms may be reassigned should it be found that utilization standards must be addressed due to actual enrollment either not meeting or exceeding the expected enrollment, including instances with waitlists where the only constraint for increasing enrollment is the capacity of the assigned classroom. Prior to the first day of instruction, the Office of the Registrar will provide courtesy notification to departments informing them of the reassignment. Changes on or after the first day of instruction will be discussed with the impacted department(s) prior to a change being made.