

All Pre-assignment agreements are subject to the utilization requirements in the *Scaffolding and Pre-assignment Guidelines* and should avoid creating unusable downtime. After priority scheduling is complete, rooms are returned to the Registrar's Office to schedule general assignment courses in any remaining slots.

Name of Agreement Bucket	Department	Purpose	GE classrooms affected	How are these scheduled	Notes
Colloquia/Seminars - Large room needs not equal to Enrollment in Banner and/or Outside Speaker Needs	Various	Ensure certain colloquia and seminars are assigned a large GE classroom and guaranteed a day/time to accommodate special topics speakers that need to be scheduled far in advance.	Varies but usually large lectures	Department enters section and codes GE room attribute by Call deadline. Registrar's Office schedules courses explicitly on the agreement list.	Most of the courses under this agreement are graduate level; a couple are undergraduate level. Sometimes these courses do not have enrollment. However, departments have advised they still meet for special speakers. Attendees are students, faculty, and outside visitors. In the spirit of planning, the expectation is that the day/time/room for these requests will not change. Changes could impact the scaffolding process, so changes requests must be reviewed carefully. Currently approved courses are CS 287, GEO 191, CHEM 250, NEM 250, EEOB 265, GEO 250, ENTX 270, P and STAT 251
Working professionals	GSOE, SPP and Languages	Accommodating programs with large proportions of students and/or instructors who are working professionals and face significant time constraints outside of UCR.	GSOE and SPP: Not restricted but tends to be HMNSS, SPR, WAT, OLMH, & CHASS - South Languages: INTS 2136, INTS 2138, HMNSS 1400, HMNSS 1401, SPR 2356, SPR 2361, OLMH 1122, and OLMH 1127	GSOE and SPP: Department enters section and codes EDUC room attribute by Call deadline. Registrar's Office schedules based on room attribute. Languages: Department enters section, codes FOR room attribute, and submits specific room requests by Call deadline. Registrar's Office schedules based on room attribute and specific request	GSOE and SPP: Manage scheduling of graduate courses that meet 1 day/week for 3 hours with a late afternoon start time. Class times in afternoon/evening to accommodate working educators pursuing an advanced degree. GSOE has been given approval to have class times that do not fall within standard meeting patterns in an effort to accommodate the large number of lecturers with outside influences on schedules. This number of lecturers teaching and their outside commitments
Learning Community	Various	Because of complexity of Learning Community block planning, ensure sections projected to be included in a LC block are scheduled a GE room at requested day/time. Rooms are not guaranteed.	Possibly all GE classrooms (though Academic Scheduling tries to fill a minimal number of rooms, as well as schedule in open time gaps)	Department enters section and codes LC room attribute by Call deadline. Registrar's Office schedule based on room attribute.	Priority scheduling agreement with the the Colleges/Schools that unit bearing and non-unit-bearing activities identified as going into a LC block needing a GE classroom will be pre-scheduled a room at the requested day and time. The room can change, but the day and time will not change.
Equipment and Facility Needs	Art History, Online Engineering (Interdisciplinary), Physics, and Computer Science Depts School of Business	Ensure courses have access to any unique equipment that is required for their courses. School of Business will have primary access to the School of Business building (starting Fall 2024)	OENR - MSE 011 & MSE 003 PHYS - PHY 2000 AHS - WAT 1000 CS - UTLF 203, 204, 206, 215, 303, 315, 403, and 415 (high powered rooms) School of Business - Rooms 165, 260, and 280	Department enters section and codes GE or LC room attribute by Call deadline. Registrar's Office schedule based on list received from department by Call deadline.	Each MSOL (OENR) course in a term has an in-person section & an online section. The in-person section is scheduled in MSE 011 or 003 (depend on max enrollment). CS 235, CS 236, CS 242 and CS 167 should be eligible for priority scheduling in BRNHL A125, provided the enrollment history is commensurate with scheduling in this room. This priority should apply to the room only, and not the meeting times. Class meeting is recorded broadcast for the section's online version, which in Banner shows location as ONLINE/ONLINE. Department has advised the following PHYS courses must be scheduled in PHY 2000 due to the need of equipment stored there and the need to rotate stage for access to said equipment: PHYS 002A, 002B, 002C, 010, 020, 040A, 040B, & 040C. AHS 017A, 017B, 017C and 023 must be scheduled in WAT 1000 due to the lighting and screen projection for presentation of art work. Computer Science will receive priority scheduling for undergraduate courses in the 8 "high powered" classrooms in UTLF (i.e., UTLF 203, 204, 215, 303, 315, 403, and 415) to accommodate heavy use of electronic equipment. School of Business will be granted pre-assignment into (1) two 80-seat lecture halls (rooms 260 and 280) and (2) the 350-seat large lecture hall (room 165). The two 80-seat lecture halls will be pre-scheduled Monday through Friday (8am – 10pm). The large lecture hall will be pre-scheduled Monday through Thursday (8 am - 10 pm). <i>See MOU for more details.</i>
Unique Pedagogical Needs	Various, including Graduate Programs, Undergraduate MATH, lab-intensive courses and hybrid-online courses	Addresses needs for non-standard meeting patterns due to unique pedagogical approaches that otherwise would be significantly disadvantaged by scheduling policy	Graduate Seminars - Historically - HMNSS 1407, HMNSS 1502, LFSC 2418, WAT 1117 - have been used; however now varies as more options exist with seminar style set up Undergraduate MATH - MSE 113 & SPR 2365 MCBL/BCH 121L	Department enters section and codes GE room attribute by Call deadline. Registrar's Office schedules depending on sub-agreement: a. Graduate Seminars: We schedule based on course number and activity type. b. MATH: We schedule based on list received from department by Call deadline. c. MCBL/BIOL 121L d. BPSOC 021 e. BCH 162 f. ENTM 020	Graduate Seminars: This is a different pre-assignment agreement from the colloquia/seminar agreement. The classroom pool for this pre-assignment agreement has smaller seating capacities and movable seating conducive to seminar-style instruction. Typically these seminars meet once per week on days opposite from the unit-bearing activity. Math is allotted two GE classrooms so these 2-day activities can be scheduled as necessary. At time, the room is returned to a general assignment classroom for the Registrar's Office to schedule any remaining slots. MCBL and BCH are lab-intensive courses that deliver a disproportionately large amount of material through the laboratory sections rather than through lecture and thus require a non-standard meeting pattern for lectures. MCBL also uses living cell cultures that create unique scheduling constraints. BPSOC 021 is approved to be offered 2 days a week between 9 am - 5 pm to ensure visit to Agricultural Operations and a tour of the Citrus Variety Collection (CVC) can occur during scheduled class time. Hybrid-online courses could qualify for this agreement. BCH 162 lectures need to occur either on MW mornings or TR mornings to coordinate them with the appropriate labs. ENTM 020 should be scheduled such that it ends no later than 11:00 a.m. due to necessary work in the apiary. This does not guarantee a particular room or meeting pattern but rather only the ending time for the class.