

Class Scheduling Process Spring 2018

1. Using recommendations from the Scheduling Coordinator (SC) and following the established timeline and resources, Coordinators and Assistant Deans will create the Spring 2018 Class Schedule.
2. This draft schedule will be submitted by the Assistant Dean to the SC using the Excel file supplied by the SC.

Within this file, the following highlights are used:

a) **light blue** indicating course information rolled over from Spring 2017 (typically technical programs), and

b) **yellow** showing 2017 dates and information that needs to be updated and/or changed.

c) **green** indicates remedial (or remedial pairs) that may no longer be offered

3. Coordinators, in discussion with their AD's, may add escrow sections (Cap = 0) as long as college wide room needs allow.
4. Coordinators may replace the suggested course with a different course from the same gen-ed category with approval of the Assistant Dean and Dean.
5. The default face-to-face mode is "BP," and the default online mode is "BW."
Coordinators may change face-to-face modes to "HB" (hybrid) and online modes to "BL" (local online).
6. When determining specific days/times of courses, Coordinators are to create a balanced schedule meeting the anticipated needs of students.
7.
 - a. For the first draft, Coordinators are to schedule classes only in rooms assigned to their division on the Master Room Grid and are to work with Coordinators in their division to avoid room conflicts.
 - b. After the first draft due date, Assistant Deans may seek out available classrooms from other Assistant Deans.

Note

- Evening and 12-week classes in Lexington will be held on the Newtown Campus unless not reasonable.
- Except for limited technical classes, Saturday classes are not being scheduled.
- Except for limited science classes, Sunday classes are not being scheduled.
- Evening classes at Winchester are not being scheduled.