

Class Scheduling Process Summer 2018

1. Using recommendations from the Scheduling Coordinator (SC) and following the established timeline and resources, Coordinators and Assistant Deans will create the Summer 2018 Class Schedule.
2. This draft will be submitted by the Assistant Dean to the Scheduling Coordinator using the Excel file supplied by the SC. Within this file, **yellow highlighting on “0” section caps indicate an escrowed section**. All dates have been updated to the corresponding time from the previous summer; however, these will all need to be verified.
3. Coordinators may add escrow sections (Cap = 0) as they think are needed.
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

- Lexington face-to-face classes will be held on the Newtown Campus unless not reasonable.
- There will be no Friday classes.
- Evening classes will not be offered except for initiatives. Evening classes when appropriate will be offered on the Leestown Campus.
- Classes will not be scheduled in Building “M” on the Leestown campus for summer 2018.