Spring 2014 Class Scheduling Process

1. Using recommendations from the Course Analysis Team and following the established timeline and resources, Coordinators and Assistant Deans will create the Spring 2014 Class Schedule.
2. This draft will be submitted by the Assistant Dean to the Registrar using the Excel file supplied by the Course Analysis Team. Within this file, the following highlights are used: yellow indicating dates needing updated; blue indicating points of emphasis; and gray indicating course information rolled over from Spring 2013, which needs updated.
3. Coordinators may add escrow sections (Cap = 0) as they think are needed.
4. Coordinators may add open sections, delete open sections, delete escrow sections, and change times of sections (day to evening/evening to day) with approval of the Assistant Dean and Dean.
5. When determining specific days/times of courses, Coordinators are to create a balanced schedule meeting the anticipated needs of students.
6. 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. After the first draft due date, Assistant Deans may seek out available classrooms from other Assistant Deans.

Notes

- Saturday classes in Lexington will be held on the Newtown Campus, when feasible.
- Typically, Spring II face-to-face classes for new and undecided students will not go into the class schedule until after Spring classes begin; these classes in Lexington will be scheduled mostly on the Newtown Campus.