

To: Department Chairs/Staff

From: Paul Myskiw
Interim Associate Registrar

Subject: Class Schedule – **Spring 2010**

Date: May 13, 2009

Changes/Important Items for Spring 2010

1. Classes begin **Tuesday, January 19th**.
2. Winterim will run two full weeks, Monday, January 4th thru Friday, January 15, 2010. Winterim class time periods may need to be adjusted slightly if this means additional class days compared to the past. *See Table 2, page 4.*
3. Departments must follow the approved course formats/combinations when entering section detail in SSASECT. Campus code, Schedule type, and Building will affect billing and fee assessment if coded incorrectly. *See page 9.*
4. Departments/faculty **MUST NOT** enter or change classrooms in BANNER after the deadline for the Spring 2010 class schedule. To add a class or make classroom adjustments, please submit a Semester Class Adjustment Form. **The Deadline is September 25, 2009.**
5. RUC continues to enforce the class distribution policy limiting department class offerings to the following percentages. Based on current information these percentages will apply also to the Spring 2010 class schedule:

7 am	unlimited	1:00 pm	6 %	Friday,
8:30	10 %	2:30	7 %	Saturday,
10:00	6 %	4:00	8 %	Sunday, unlimited
11:30	6 %	5:30	7 %	
		7 pm or later	unlimited	

Use the new Time Coverage Report, SWCSR02, to monitor your percentages. Also, you should spread classes evenly between MW and TR. And, a once/week class on Tuesday, for example, should be balanced by another class at the same time on Thursday. The class distribution policy for Small Departments- (Small departments defined as those offering 30 or fewer sections) may offer 3 classes during the restricted 6% limit. These departments must still do their best to distribute their classes evenly across the day and throughout the week, or make arrangements to work with other departments.

6. Prior to the start of the semester do not increase the size of a class, or overbook the assigned room, unless you have obtained a larger classroom from Brad Pepper (pepperb@mscd.edu) in the Registrar’s Office. Departments should also consider room switches with smaller classes within the department.
7. Deans have final authority to increase or decrease the number of sections to be offered, or to change days and times for the Spring 2010 semester. Please consult with your Dean.
8. Page 10 contains the available Parts of Term. **EXCEPTIONS FOR ADDITIONAL Parts of Term requests must be made through the Dean’s office.** All Requests for new Part of Term must be made prior to the schedule deadline. By properly selecting the correct part-of-term, deadlines for tuition and fee refunds and NC deadlines can be accurately applied to students. If a part of term other than “1” is used faculty should include relevant drop and NC dates in the course syllabus and calculate minutes to meet minimum standard.
9. Cancellation procedures must be followed. Attached is the documentation containing the instructions.

10. Confirm available Schedule Type in catalog before submitting Class Adjustment Form.
11. For proper room assignment, select the correct room features as described in section C (p. 5). For a smart classroom select "Tech: Package 1", option # 10 in Banner. Room location will not be changed due to incorrect selection of feature code. Room features are found on the Meeting Time SSASECT form under options: Section Room Attribute Features.
12. For your convenience, this entire document as well as the Schedule25 Partition is available on the Registrar's home page under Faculty/Staff Services.
13. Enter the correct building location for online, hybrid, and mostly online sections (p. 8).
14. SSASECT will auto insert a "J" in the Integration Partner field for ALL classes. Please DO NOT change this field as it is automatically populated at the appropriate time by Banner. This indicator gives faculty the option to use course management features in MetroConnect and Blackboard (WebCT) Vista if they desire. If you have questions concerning the use of tools, please visit the Web & Instructional Technology (WIT) Team website at www.mscd.edu/academic/wit or contact their office directly at 303-556- 3600.

The deadline for Spring 2010 entries: Friday, September 25, 2009

Summary of Dates and Deadlines – Mark Your Calendars!	
System open for departmental entry	Friday, May 15, 2009
Omnibus and variable topics courses to Dean's office*	*****
Omnibus and variable topics courses to Academic Affairs*	*****
Spring 2010 Schedule entry DEADLINE	Friday, September 25, 2009
New/Renewal of ADA Requests to Brad Pepper	Friday, November 13, 2009
Back-to-Back Request forms to Brad Pepper	Friday, November 13, 2009
Schedule25 results available	Friday, December 4, 2009

* For details and deadlines see Section H below.

The following pages contain information about the *General Guidelines and Definitions for Managing Classrooms and Producing the Class Schedule*. The basic principles behind these guidelines take into consideration the needs of the college, the faculty and our students. The following principles, not necessarily in this order or priority, will be used and should be considered by everyone when managing classrooms and producing the class schedule:

1. Maximizing enrollment
2. Maximizing the efficient use of classroom resources
3. Meeting the individual needs of students and faculty
4. Minimizing schedule conflicts.
5. Producing clear and consistent copy in the printed class schedule
6. Reducing the number of room changes after the class schedule is printed
7. Reducing the number of un-roomed classes

Table 1
Class Time Blocks for Fall and Spring Semesters

1. Break times, if any, are included in the time blocks.
2. Classes scheduled off time blocks will be roomed last.
3. **M** = Monday **T** = Tuesday **W** = Wednesday **R** = Thursday **F** = Friday **S** = Saturday **U** = Sunday
4. *If a class meets once a week, departments should either: a) try to schedule the class on Friday; or b) offer another one-day-a-week class on a complementing day, eg., MW or TR.

Credit Hours # Days/Week	➔ 3	3	3	4 or 1 or 2	4	4 or 2	4	5	5
	➔ 3 MWF	2 TR and MW	1*	4 1* 2 M - S	3 Usually MWF	2 1* Usually MW or TR	1*	3 Usually MWF	2 M - S
# Lecture Min/Wk	150	150	150	200	200	200	200	250	250
# Lecture Min/Day	50	75	150	50	70	100	200	85	125
# Break Min/Day	0	0	20	0	0	10	30	0	10
<i>Italics = Class starts noon or later</i>	0700 – 0750	0700 – 0815	0700 – 0950	0700 – 0750	0700 – 0810	0700 – 0850	0700 – 1050	0700 – 0825	0700 – 0915
	0800 – 0850	0830 – 0945	OR 0830 – 1120	0800 – 0850	0830 – 0940	OR 0800 - 0950	1100 – 0250	0830 – 0955	0930 – 1145
	0900 – 0950	1000 – 1115	1000 – 1250	0900 – 0950	1000 – 1110	0900 – 1050		1000 – 1125	
	1000 – 1050	1130 – 1245	OR 1130 – 1420	1000 – 1050	1130 – 1240	1100 – 1250		1130 – 1255	
	1100 – 1150			1100 – 1150					
	<i>1200 – 1250</i>	<i>1300 – 1415</i>	<i>1300 – 1550</i>	<i>1200 – 1250</i>		<i>1300 – 1450</i>	<i>1500 – 1850</i>		<i>1200 – 1415</i>
		<i>1430 – 1545</i>	<i>1600 – 1850</i>	<i>1300 – 1350</i>		<i>1500 – 1650</i>	<i>1730 – 2120</i>		<i>1430 – 1645</i>
		<i>1600 – 1715</i>	<i>1730 – 2020</i>	<i>1400 – 1450</i>		<i>1700 – 1850</i>	<i>1900 – 2250</i>		<i>1700 – 1915</i>
		<i>1730 – 1845</i>	<i>OR 1900 - 2150</i>	<i>1500 – 1550</i>		<i>1900 – 2050</i>			<i>1930 – 2145</i>
		<i>1900 – 2015</i>	<i>2030 – 2320</i>	<i>1600 – 1650</i>		<i>2100 – 2250</i>			
	<i>2030 – 2145</i>		<i>1700 – 1750</i>						
			<i>1800 – 1850</i>						
			<i>1900 – 1950</i>						
			<i>2000 - 2050</i>						

**Weekend
Classes**

3 Credit Class FS. Select any FS 1 hour and 15 minute time block.	<u>Friday</u>	<u>Saturday</u>	<u>3 Credit Class S Only</u>	<u>In addition to these time blocks, many other combinations including Sundays, are possible.</u>
	<i>1600 – 1715</i>	0900 – 1015	0900 – 1150	
	<i>1730 – 1845</i>	1030 – 1145	<i>1200 – 1450</i>	
	<i>1900 – 2015</i>	<i>1200 – 1315</i>		
	<i>2030 - 2145</i>	<i>1330 – 1445</i>		
	<i>1500 – 1615</i>			

Table 2
Class Time Blocks for Winterim

1. Break times are included in the time blocks.
2. The part-of-term for Winterim is “W”
3. **M** = Monday **T** = Tuesday **W** = Wednesday **R** = Thursday **F** = Friday **S** = Saturday **U** = Sunday

Semester hours (total minutes required = 750 minutes per semester hour) # Days/Week (# class sessions)	3 (2250)	3 (2250)	2 (1500)	2 (1500)	1 (750)	1 (750)	1 (750)
	5 (10) MTWRF	4 (8) MTWR	5 (110) MTWRF	4 (8) MTWR	3 (7) MWF	2 (4) MW only	1 (2)
# Lecture Min/Day	225	281	150	187	107.14	187.50	375
# Break Min/Day	30	40	30	30	12	22	45
hr.min	4.15	5.40	3.0	3.40	2.0	3.30	7.00
	Select a 4 hour and 15 minute period of time	Select a 5 hour and 40 minute period of time	0830 – 1130 1130 – 1430	0820– 1200	0800 – 1000 1015 – 1215	0830 – 1200	Select a 7 hour period of time
<i>Italics = Class starts noon or later</i>			<i>1430 – 1730 1730 – 2030</i>	<i>1215 – 1555 1600 – 1740</i>	<i>1230 – 1430 1445 – 1645 1730 – 1930</i>	<i>1215 – 1545 1600 – 1930 1730 - 2100</i>	

Guidelines and Definitions for Managing Classrooms & Producing the Class Schedule

A) Establish Realistic Class Size

If the initial size of the class is too low, the class can outgrow the room and a new room needs to be found. If the initial size of the class is too high, the classroom is being underutilized. Both of these situations create the need to find and/or switch classrooms at the last minute. Obviously if student demand causes a class to grow, every attempt will be made to find a larger room. The best guide for establishing the size of the class is previous enrollments. The chairs together with the Dean's Office have the most expertise to make this decision. Also keep in mind that when Schedule25 assigns classrooms, it does not look at the size of the wait list. It only looks at the size of the class. Therefore, the use of the wait list should be considered carefully in light of Schedule25's logic. **A class with a realistic class size plus a large wait list also creates the need for a different size room at the last minute. Many departments are not using wait lists any longer and instead are simply maximizing the size of the class.** Historically, few students are canceled from wait lists anyway.

B) Managing Crosslisted Courses

Crosslisted classes must be approved by Academic Affairs and should be coordinated by the department that provides the faculty. Corresponding class notes in each prefix crosslisted for a course must also provide the same information. The class notes should say that a student may receive credit for only one prefix. Contact the Office of Academic Affairs for specific information on crosslisted classes.

C) Properly Assign Necessary Room Features to Classes

Please note that some numbers indicating room features in BANNER have changed and a few numbers have been added. Please double check the room features that rolled from the Spring 2009 schedule. You can enter more than one feature. **If room features are not requested for a class, then Schedule25 will not assign the specific type of room you may want. Because rooms with certain features are scarce, it is essential that departments double check to ensure that requested features, or combinations of features actually exist.** If you really need a certain feature, then enter that information; however, if you "feel it would be nice" to have a certain feature, then don't enter that information.

Feature Code	Description	Feature Code	Description	Feature Code	Description
01	Chalkboards Magnetic	11	Tech: Package 2 Asst. Listening	21	VCR
02	Chalkboards: 16 feet or more	12	Package 1 + Audio Cassette, CD/Laser	22	Sound System
03	Tablet Armchairs/Tables	13	TV Monitor	23	Document Camera
04	Tiered	14	TV Monitor and VCR	24	Audio Cassette Play.
05	Case room	15	Utilities: Air	25	CD/Laser Player
06	Moveable Tables	16	Utilities: Gas	26	Faculty Multimedia Podium
07	Tablet Armchairs	17	Utilities: Water	27	Remote Control System
08	Network Jack	18	Slide Projector	28	American Sign Language
09	Overhead Projector	19	Dual Slide Projector	29	Art History
10	Tech: Package 1 Equipment	20	Ceiling Mounted CRT with Multi-scan Projector	30	White Board

D) Do Not Change Classrooms in BANNER

Departments/faculty **MUST NOT** enter or change classrooms in BANNER after the deadline for the Spring 2010 class schedule. To add a class or make classroom adjustments, please submit a Class Adjustment Form. **Also, once classes begin, classroom change requests may be submitted during the first two (2) weeks of the semester only.**

E) Follow Time Blocks

All classes, including those with pre-assigned rooms, must follow the official time blocks. Classes that do not follow the official time blocks will be roomed last. Requests for exceptions not to follow time blocks, with valid reasons, should be made to your Dean's Office for approval by the Room Utilization Committee (RUC).

F) Submit Back-to-Back Requests before the Schedule25 Assignment of Rooms.

Requests by faculty to teach classes back-to-back in the same classroom must be approved by the department chair, the Dean's Office of the School and Academic Affairs. **The completed form should be submitted to the Registrar's Office, CN 203, by Friday, November 13, 2009.**

G) Department notes and Class notes –

*Department notes and class notes were rolled from the previous year's schedule. Look for department notes under the first or second CRN for your department. Please be clear and concise when writing department notes and class notes. **Complete sentences are not necessary.***

When initially setting up department notes and class notes, departments should consistently follow these general guidelines:

- Department note text should be attached in SSATEXT (the Section Text field) under the **first** CRN in your department listing. This makes it possible for others later to find your department note text. Class note text should be created in SSATEXT (the Long Text field) under **each** appropriate CRN in your department listing.
- ALL department/class notes should be in upper/lower case. Use upper case for emphasis only.
- **Please edit department notes and all class notes prior to the deadline.**
- Departments that crosslist classes should check the corresponding information in the listings of the other crosslisted departments. If you have a question about this list of crosslisted courses, please contact the Office of Academic Affairs, x6-3040.
- Please make sure you enter the program fee correctly in the class notes, including the necessity of collecting such fees from UCD students.
- On the following pages are a set of rules to follow when entering Department Notes and Class Notes. You must edit/correct your department notes and class notes that rolled from 200930 to 201030.
- With Department Notes it is also necessary to enter the number "1" in the Attendance Method field on the right side of the SSASECT form. Remember that the notes roll from one semester to the same semester a year later. So, if you later delete the class (CRN) containing your department notes, you also lose the notes!

DEPARTMENT NOTE RULES

Department Notes are entered under the first CRN of the department in the Section Text area.

(**␣** = blank space)

Rule # 1 - Precede all department notes with a numeral one followed by two blank spaces. Do not indent.

1␣␣Department majors are strongly encouraged to see an advisor...

Rule # 2 - Begin a list with the sequence number, followed by a period and two blank spaces. Text, associated with the same sequence number, can be continued on the next line. Do not indent: indentation is automated by the report program for consistency.

1␣␣1.␣␣All incoming freshmen and transfer students must attend...
1␣␣2.␣␣Students who do not meet ...

Rule # 3 - All standard text, lines or paragraphs, must precede any sequenced lists; otherwise text will automatically indent.

Rule # 4 - Text, which is a subset to a sequenced list, must begin on a new line, beginning with a lower case letter and period, enclosed in parentheses, followed by one space. Do not indent.

1␣␣1.␣␣All incoming majors and minors...
1␣␣(a.)␣Freshmen must attend...
1␣␣(b.)␣Transfer students must attend...
1␣␣2.␣␣Students who do not meet ...

Special text notations:

Rule # 5 - Line separators – enter only the department note index, numeral one, at the left margin of a new and blank line to separate text lines.

1␣␣Department majors are strongly encouraged to see an advisor...

1
1␣␣New and transfer students are...

Rule # 6 - Notices and notes – notices and notes are designed to stand alone on separate lines. This will occur if the text is both preceded and followed by a new line, as just described. Otherwise; precede the text with a tilde (~) character and end notices with an exclamation point (!), and end notes with a colon (:). The tilde will not display.

**1␣␣~PLEASE READ ALL DEPARTMENT
1bbNOTES!**

**1␣␣~Enrollment procedures for online
1␣␣and off-campus courses:**

Rule # 7 - Tabular or set columns – text, set in a tabular or column format, will print on the schedule as entered. Enter tabular or column restricted text preceded by a tilde character. The block begins and ends with a line separator. Avoid colons and exclamation marks. (Caution: due to variable fonts used in printing, columns may not fully align on the printed copy.)

1
1␣␣~ Academic Advisors CN104
1␣␣~ Office of Fin Aid CN106
1␣␣~ Office of Veterans' Serv. CN105
1

CLASS NOTES

Class Notes are entered under each CRN in the Long Text area.

Class notes should be concise. Class notes should no longer make reference to class note letters, e.g., A, B, C,... Also, keep in mind that approved class fees can be viewed in another location by students referring to the class on the Web.

If you need to repeat a class note for several classes you can Copy and Paste the note from one CRN Long Text area to another (SSATEXT). Hint: Add a (space) at the end of the pasted note before you Save.

H) Omnibus and Variable Topics Classes

Omnibus and variable topic courses must receive approval from Academic Affairs each semester before they can be entered into the BANNER schedule system. These classes must have Parts of Term reflecting the Full Term, first 8-Weeks, or second 8-Weeks. No other parts of term will be accepted. Syllabi for Full Term or first 8-Weeks classes must be **to your Dean's Office by Monday, January 4, 2010. Second 8-Weeks syllabi must be submitted by Friday, February 26, 2010. Forms are due to Academic Affairs one week following these deadlines.**

I) Section Number

Every class must have a three-digit (002, 024, etc.) section number. The section number is needed in various BANNER jobs. If it is not there, the class may not be included. Sections of a course will be listed in section number order. It is important to assign section numbers in the order of the time/days of the course sections.

J) Online, Mostly Online, Hybrid and Weekend Classes – PLEASE READ THIS SECTION CAREFULLY!

ONLINE

- DEFINITION: An Online class does not require students to come to the Auraria Campus for any purpose nor does it require them to go to a site where exams or other activities will be proctored. There is an online fee of \$23.00 per credit hour for all online classes. Fee is subject to change.
- The correct Schedule Type for an ONLINE class is "J" (Internet).
- The correct Campus code for an ONLINE class is "I" (Online).
- On the Meeting Times page of SSASECT, the Building should be ONLINE; Room is left blank.
- The class note for an ONLINE class should include: *“This is an Online class that does not require students to come to the Auraria Campus for any purpose nor does it require them to go to a site where exams or other activities will be proctored. There is an online fee of \$23.00 per credit hour for all online classes. For login and general information go to: <http://www.mscd.edu/~options>.”*

MOSTLY ONLINE

- DEFINITION: A Mostly Online class requires students to come to the Auraria Campus or go to an alternative site for exams or other activities, but instruction and most activities are online. Also, use this designation code when creating the class if you do not know how the class will be conducted. There is an online fee of \$23.00 per credit hour for all online classes.
- The correct Schedule Type for a MOSTLY ONLINE class is "J" (Internet).
- The correct Campus code for a MOSTLY ONLINE class is "I" (Online).
- On the Meeting Times page of SSASECT, the Building should be MOSTLY; the Room should be ONLINE.
- The class note for a MOSTLY ONLINE class should include: *“This Mostly Online class requires students to come to the Auraria Campus or go to an alternative site for exams or other activities, but instruction and most activities are online. There is an online fee of \$23.00 per credit hour for all online classes. For login and general information go to: <http://www.mscd.edu> Specifically, **(ENTER THE SPECIFIC ON-CAMPUS REQUIREMENTS [dates, times, locations]. IF NOT KNOWN, INSTRUCT READER TO RETURN TO THESE CLASS NOTES PERIODICALLY. UPDATE CLASS NOTES WHEN SPECIFIC ON-CAMPUS REQUIREMENTS ARE KNOWN.)**[/~options](http://www.mscd.edu/~options).”*
- Any Mostly Online class that meets on campus must be scheduled on Friday or Saturday. Please enter the meeting dates in SSASECT. If you have questions, please contact Brad Pepper at x63059. Requests for exceptions, with valid reasons, can be made to your Dean's Office.

HYBRID

- DEFINITION: A Hybrid class provides some instruction on the Auraria campus or another location at scheduled meeting times in a designated location. The rest of the instruction is online. There are no online fees for Hybrid classes. However, there are mandatory student fees.
- The correct Schedule Type for a HYBRID class is "6" (Hybrid).
- The correct Campus code for a HYBRID class is "M" (Main).
- On the Meeting Times page of SSASECT, the 1st line should indicate the Days and Times the class will meet on campus. The 2nd line should simply have the Building as HYBRID; there is no Room.
- The class note for a hybrid class should include: *“This is a Hybrid class that provides some instruction on the Auraria campus or another location at scheduled meeting times in a designated location. The rest of the instruction is online. To login to your class, go to Metro State online at: <http://www.mscd.edu/~options>.”*
- All HYBRID classes that meet only once a week on campus must be scheduled on Friday or Saturday. Please enter the meeting dates in SSASECT. If you have questions, please contact Brad Pepper at x63059. Requests for exceptions, with valid reasons, can be made to your Dean’s Office.

**Table 1
Coding Table**

	Schedule Type	Campus Type	Building	Room
Online	J	I	Online	
Mostly Online	J	I	MOSTLY	ONLINE
Hybrid	6	M	1 st line – Created by Schedule25, or a pre-assigned room	
			2 nd line - HYBRID	

WEEKEND

- The correct Session Type for a WEEKEND class is “W” (Weekend).
- The correct Campus code for a WEEKEND class is “M” (Main).
- Weekend classes are defined to be classes scheduled at 4:00 pm or later on Friday evening, anytime on Saturday, and anytime on Sunday. In addition, any workshop that meets on Friday and ALSO Saturday or Sunday may be designated a weekend class.

GENERAL

- If a department wants to offer a class in that has NEVER been offered as Online, Mostly Online, or Hybrid, they need to request approval for online delivery through their Dean’s Office. The Deans’ offices have the approval request form. During the preparation period for every semester it would be to everyone’s advantage to add the instructor’s names in BANNER. This would allow timely communication and WebCT Vista? training for the faculty, if needed.

Parts-of-Term – Spring 2010

Part of Term Code	Beginning--Ending Dates		Description
1	1/19	5/15	Full Term
2	1/19	2/20	First 5-Weeks
3	2/22	4/03	Second 5-Weeks
4	4/05	5/08	Third 5-Weeks
6	1/19	3/13	1st 8 Weeks
7	3/15	5/15	2nd 8 Weeks
J	1/19	5/15	Correspondence
TIR	1/19	5/15	Teachers in Residence Only
W	1/04	1/15	Winterim Only

- ▶ **SPECIAL NOTE ABOUT CHANGING PART-OF-TERM** - If you have created a class and need to change its Part-of-Term, **FIRST** remove the Instructor (*Record - Remove, Save*) and the Days/Times/Room (*Record - Remove, Save*). [It is easiest to remove this information **PRIOR** to attempting to change the Part-of-Term.] If you attempt to change the Part-of-Term first, you will get the error message that “enrollments or meeting times exist.” Now in order to change the Part-of-Term, you must not only remove the Instructor, days/times/room but also exit SSASECT, re-enter SSASECT, and the change the Part-of-Term.

- ▶ **INFORMATION ABOUT PART-OF-TERM AND DROP/NC DEADLINES** - By properly selecting the correct part-of-term, deadlines for tuition and fee refunds and NC deadlines can be accurately applied to students.

Scheduling Guidelines – Minimal Standards
(Adopted by Provost and Deans – 12/14/99; revised 6/6/00; 8/1/02; 6/14/04)

Purpose: To provide student access to classes, to take full advantage of faculty expertise, and to make the best use of resources.

Scheduling Guidelines

1. Course schedules should be built based upon the students' academic needs and the department class rotation schedule. Course rotation must allow the student to graduate in 4 years. Other considerations such as opportunity to complete a degree taking evening, weekend, or online courses should be noted. Enrollment patterns from previous semesters should also be considered. Copies of current course rotation schedules must be available in the dean's office.
2. When scheduling classes, departments must follow the 6% rule. Departments may schedule only 6% of their classes [sections] in any time block to balance the distribution of classes throughout the day and week in the school and across departments as necessary. The BANNER job, SWCSR02 – Class Time Coverage Report, will show how classes are currently distributed and the percentage at half-hour intervals. This serves to minimize the number of unroomed classes at traditionally peak times.
3. When scheduling online courses, the following policies apply:
 - ❖ The target enrollment for online classes is 25 students. A faculty member may increase this number if he/she wishes.
 - ❖ The relative percentage of online, hybrid, and on site sections of scheduled courses must be determined by chairs in consultation with their deans based upon student need.
 - ❖ A full-time faculty member should not be scheduled to teach more than 50% of his/her courses in an online or hybrid format each semester without permission of the chair and the dean. All faculty members teaching online or in a hybrid format must schedule and be present for all office hours on campus and be available on campus for service work and faculty meetings.

Definitions/Style Sheet for Class Schedule

The following definitions and examples should be followed when creating copy for the Department notes and Class notes in the class schedule.

Also listed as....	This phrase, which is used in Department Notes and Class Notes, means that two or more departments offer the same class, but under different prefixes. While the courses may be equivalent, they may or may not be crosslisted in schedule (same meeting time/day/location). The student may only register for and receive credit for one prefix. This restriction should be noted in Class Notes.
Building/Room #	AR234 - The building abbreviation followed by a space and then the room number.
CRN	Course Reference Number has replaced call number.
Crosslisted (one word)	A class that has more than one department prefix. The classes are taught at the same time in the same classroom, by the same faculty. Only one room should be assigned for a crosslisted course. The department supplying the faculty member of the crosslisted course should coordinate all activities/scheduling/enrollment sizes with the other department(s). Crosslisted courses should be referred to in the class notes of all department listings. The class notes should be checked carefully for cross-reference accuracy and consistency. A student may receive credit for only one prefix, and this restriction should appear in the class notes.
Dates	June 23, 2005 or 6/23/05
Department & Number	AAS 3910 - A three-letter department code, space and four-digit course number.
MetroConnect (one word)	The college's portal through which emails and personal messages are sent to students, faculty and staff. The URL is http://metroconnect.mscd.edu/cp/home/loginf
Metropolitan State College of Denver	Official name of the College. Metro, Metro State or MSCD are acceptable alternatives. Do not use "The Met."
Phone Numbers	303 556-1234
Pre-Assigned Rooms	The rooms in which a department/program has the right to schedule courses. These pre-assigned rooms become open to other departments/programs via Schedule25 during time blocks when these rooms are not used by the department/program.
TBA	To Be Announced
Time (0515 – 0630PM = 1715 – 1830 in Banner)	You use the 24-hour clock when creating/modifying classes in BANNER. However, since this will be converted to AM/PM in the printed schedule, you should use AM/PM in department notes and class notes.
Website	Reference to the College's home page/website should be: "Metro State's Website" or "Metro State's Website: www.mscd.edu "

METRO STATE CLASS CANCELLATION PROCEDURE:

Having a clear and consistent procedure for class cancellations will communicate and ensure: students are informed; department course offerings are current; improve the process; allow for proper billing and financial aid packaging. This procedure should be used after registration begins.

The Academic Department:

1. Adds Approval Code of "CL" - Class Cancelled - in the 'Special Approval' Field in SSASECT. (This prevents additional students from registering.)
2. Submits the completed and signed "Class Adjustment Form" form to their Dean's Office. This form is available on the Registrar's webpage at <http://www.mscd.edu/enroll/registrar/docs/index.htm>
3. Send email to students indicating that the course has been cancelled with the following text:
"The section of [CLASS NAME] ([COURSE PREFIX AND NUMBER] Section [XXX]) in which you enrolled for [TERM] has been cancelled. You may wish to review available sections and register for another class."
4. If the course is crosslisted, the department owning the course must contact the other departments so they may cancel their course and contact their students.

The Dean's Office:

1. Send an email to scheduling staff, Brad Pepper - pepperb@mscd.edu in the Registrar's Office informing him of the class that has been cancelled:

Email subject line: CLASS CANCELLATION [TERM]

Email body: MUST contain the CRN, Subject, Course # and Section # (Ex: 50123 ACC 2010, Sec. 3)

Scheduling Staff in the Registrar's Office:

1. Records cancellation in Access file and keeps email from Dean's Office.
2. Empties room used by MSCD.
3. Sends cancellation to AHEC for room availability, if appropriate.
4. Forwards cancellation email to registration staff, Metza Templeton - templetm@mscd.edu; Randy Proctor - proctorr@mscd.edu

Registration Staff in the Registrar's Office:

1. Enters class Status code of "C" - Cancelled - in SSASECT in the 'Status' field. This will automatically trigger a Personal Message in MetroConnect to students enrolled in the class, indicating that the class has been cancelled.)
2. Forward email to cashiering, Henry Nguyen - hnguye95@mscd.edu when classes are cancelled during the 50% refund period.
3. Checks and reduces the enrollment size maximum to "0".
4. Removes days/times and instructor(s) in SSASECT.
5. Drops all students in SFAMASS.

The Student

1. Will be informed through MetroConnect email and through MetroConnect Personal Message when one of their classes is cancelled. If they wish to add a replacement class they should review available sections or seek academic advising.