

To: Department Chairs/Staff

From: Steve Stanek
Interim Associate Registrar

Subject: Class Schedule – **Summer 2010 UPDATED**

Date: October 7, 2009

It's time to start on the *Summer 2010 Schedule*. The BANNER class schedule module actually opened on September 11, but adjustments had to be made to the standard Parts of Term (please see below). The deadline for Summer 2010 entry is January 29, 2010.

Important Notes for SUMMER 2010

- Classes begin Tuesday, **June 1, 2010**.
- The standards for summer Parts of Term are 10 week or 5 week. However, for 201040, 8 week or 4 week Parts of Term will also be available without additional approval—the typical 8 week Part of Term begins on Monday, June 7, 2010 and runs through July 31, 2010. The use of both a 10-week and 8-week model was approved by Dr. Vicki Golich in her memo of October 6.
- Note: Due to the refresh of Parts of Term and the schedule, ANY UPDATES MADE TO THE SUMMER 2010 SCHEDULE PRIOR TO OCTOBER 7th MUST BE REENTERED ALONG WITH THE UPDATED PARTS OF TERM (please see section L below).
- EXCEPTIONS FOR ADDITIONAL Parts of Term must be requested through the appropriate Dean's office. All requests must be made prior to the schedule deadline.
- Section modification and cancellation procedures must be followed. Attached is the documentation containing the instructions.
- Include Part of Term on the Section Adjustment Form and include the Part of Term code on the form before submitting to the Dean's office for approval.
- Departments/faculty **MUST NOT** enter or change classrooms in BANNER after the deadline for the Summer 2010 class schedule.
- By properly selecting the correct part-of-term, deadlines for tuition and fee refunds and NC deadlines can be accurately applied to students.
- Confirm available Schedule Type in catalog before submitting Class Adjustment Form.
- All classes, including pre-assigned classes, 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).
- For proper room assignment, select the correct room features as described in section C (pg. 6). For a smart classroom select "Tech: Package 1 Equipment", option # 10 in Banner. Room location will not be changed due to incorrect selection of feature code.
- As always, the start and end dates of individual classes should be adjusted accordingly for holidays. Only classes meeting on Sunday may need to adjust for the July 4th holiday.
- Partitions by Department and Partitions by Building is available on the Registrar's home page under Faculty/Staff Services. The Registrar's home page is located at <http://www.mscd.edu/enroll/registrar/>
- Enter the correct building location for online, hybrid, and mostly online sections (p. 9).
- Prior to the start of the semester do not increase the size of a class, or overbook the assigned room, unless you already have obtained a larger classroom from Brad Pepper in the Registrar's Office. You should also consider room switches with smaller classes in your department.

The deadline for Summer 2010 entries will be **Friday, January 29, 2010**

Your attention to this deadline is greatly appreciated.

Your Dean may have an earlier deadline for the schedule. Please check.

We plan to run Schedule25 on Friday, March 2, 2010.

Summary of Dates and Deadlines

System open for departmental entry	Friday, September 11, 2009
Omnibus and 1 st time variable topics courses to Dean's Office	Friday, December 4, 2009
Omnibus and 1 st time variable topics courses to Academic Affairs	Friday, December 11, 2009
Back-to-Back Forms to Deans' offices	Friday, February 12, 2010
New/Renewal of ADA of ADA requests to Dean's office	Friday, March 26, 2010
SUMMER 2010 class schedule entry DEADLINE	Friday, January 29, 2010
Schedule25 run	Friday, April 2, 2010

On the following pages is 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 to help students schedule classes
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

Thank you

Time Block Schedule for Summer Only

1. **Break times, if any, are included in the time blocks.**
2. If Memorial Day and/or Independence Day fall on a class day, Registrar staff will add an extra days for the 8-Week, 1st 4-Week and 2nd 4-Week Parts-of-Term. For all other parts-of-term, each academic department should add additional time to the time-block BUT the added time should not overlap any of the approved time blocks.
3. **There is no Final Exam Schedule for the Summer semester. Finals are part of the overall part-of-term.**
4. *Times in Italics = Class starts noon or later.*
5. **M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday**

3-CREDIT CLASSES

POT	DESCRIPTION	Time Blocks	POT	DESCRIPTION	Time Blocks
10-Wk 3-Credit 2X Week	#Lec Min/Wk – 225 #Lec Min/Day – 112.5 #Brk Min/Day – 8	0750 – 0950 1000 – 1200 <i>1230 – 1430</i> <i>1500 – 1700</i> <i>1730 – 1930</i> <i>1940 – 2140</i>	10-Wk 3-Credit 3X Week	#Lec Min/Wk – 225 #Lec Min/Day – 75 #Brk Min/Day – 0	0825 – 0940 1000 – 1115 <i>1230 – 1345</i> <i>1500 – 1615</i> <i>1730 – 1845</i> <i>1900 – 2015</i> <i>2030 – 2145</i>
8-Wk 3-Credit 2X Week	#Lec Min/Wk – 282 #Lec Min/Day – 141 #Brk Min/Day – 9	0700 – 0930 0940 – 1210 1215 – 1445 1455 – 1725 1730 – 2000 2010 – 2240	8-Wk 3-Credit 3X Week	#Lec Min/Wk – 282 #Lec Min/Day – 95 #Brk Min/Day – 0	0815 – 0950 1000 – 1135 <i>1230 – 1405</i> <i>1500 – 1635</i> <i>1730 – 1905</i> <i>1915 – 2050</i> <i>2100 – 2235</i>
5-Wk 3-Credit 3X Week	#Lec Min/Wk – 450 #Lec Min/Day – 150 #Brk Min/Day – 10	0940 – 1220 <i>1230 – 1510</i> <i>1730 – 2010</i> <i>2020 – 2250</i>	5-Wk 3-Credit 4X Week	#Lec Min/Wk – 450 #Lec Min/Day – 112.5 #Brk Min/Day – 8	0750 – 0950 1000 – 1200 <i>1230 – 1430</i> <i>1500 – 1700</i> <i>1730 – 1930</i> <i>1940 – 2140</i>
4-Wk 3-Credit 3X Week	#Lec Min/Wk – 562.5 #Lec Min/Day – 187.5 #Brk Min/Day – 23	0830 – 1200 <i>1230 – 1600</i> <i>1730 – 2100</i>	4-Wk 3-Credit 4X Week	#Lec Min/Wk – 562.5 #Lec Min/Day – 141 #Brk Min/Day – 9	0700 – 0930 0940 – 1210 <i>1215 – 1445</i> <i>1455 – 1725</i> <i>1730 – 2000</i> <i>2010 – 2240</i>

4-CREDIT CLASSES

POT	DESCRIPTION	Time Blocks	POT	DESCRIPTION	Time Blocks
10-Wk 4-Credit 2X Week	#Lec Min/Wk – 300 #Lec Min/Day – 150 #Brk Min/Day – 10	0710 – 0950 1000 – 1240 1300 – 1540 1730 – 2010	10-Wk 4-Credit 3X Week	#Lec Min/Wk – 300 #Lec Min/Day – 100 #Brk Min/Day – 0	0810 – 0950 1000 – 1140 1230 – 1410 1430 – 1610 1730 – 1910 1930 – 2110
8-Wk 4-Credit 2X Week	#Lec Min/Wk – 375 #Lec Min/Day – 188 #Brk Min/Day – 22	0830 – 1200 1230 – 1600 1730 – 2100	8-Wk 4-Credit 3X Week	#Lec Min/Wk – 375 #Lec Min/Day – 125 #Brk Min/Day – 10	0725 – 0940 1000 – 1215 1230 – 1445 1500 – 1715 1730 – 1945
5-Wk 4-Credit 3X Week	#Lec Min/Wk – 600 #Lec Min/Day – 200 #Brk Min/Day – 30	0830 – 1220 1230 – 1620 1730 – 2120	5-Wk 4-Credit 4X Week	#Lec Min/Wk – 600 #Lec Min/Day – 150 #Brk Min/Day – 10	0940 – 1220 1230 – 1510 1730 – 2110
4-Wk 4-Credit 3X Week	#Lec Min/Wk – 750 #Lec Min/Day – 250 #Brk Min/Day – 30	0810 – 1250 1300 – 1740 1800 – 2240	4-Wk 4-Credit 4X Week	#Lec Min/Wk – 750 #Lec Min/Day – 188 #Brk Min/Day – 22	0900 – 1130 1230 – 1500 1730 – 2000

2-CREDIT CLASSES

POT	DESCRIPTION	Time Blocks	POT	DESCRIPTION	Time Blocks
10-Wk 2-Credit 1X Week	#Lec Min/Wk – 150 #Lec Min/Day – 150 #Brk Min/Day – 10	0940 – 1220 1230 – 1510 1530 – 1810 1730 - 2010	10-Wk 2-Credit 2X Week	#Lec Min/Wk – 150 #Lec Min/Day – 75 #Brk Min/Day – 0	0825 – 0940 1000 – 1115 1230 – 1345 1500 – 1615 1730 – 1845 1900 – 2015 2030 – 2145
8-Wk 2-Credit 1X Week	#Lec Min/Wk – 187.5 #Lec Min/Day – 187.5 #Brk Min/Day – 23	0830 – 1200 1230 – 1600 1730 – 2100	8-Wk 2-Credit 2X Week	#Lec Min/Wk – 187.5 #Lec Min/Day – 94 #Brk Min/Day – 0	0815 – 0950 1000 – 1135 1230 – 1405 1500 – 1635 1730 – 1905 1915 – 2050 2100 – 2235
5-Wk 2-Credit 1X Week	#Lec Min/Wk – 300 #Lec Min/Day – 300 #Brk Min/Day – 30	Schedule a 5 hour and 30 minute time-block.	5-Wk 2-Credit 2X Week	#Lec Min/Wk – 300 #Lec Min/Day – 150 #Brk Min/Day – 10	0940 – 1220 1230 – 1510 1730 – 2000
4-Wk 2-Credit 1X Week	#Lec Min/Wk – 375 #Lec Min/Day – 375 #Brk Min/Day – 45	Schedule a 7 hour time-block.	4-Wk 2-Credit 2X Week	#Lec Min/Wk – 375 #Lec Min/Day – 187.5 #Brk Min/Day – 23	0810 – 1220 1230 – 1640 1730 – 2140

1-CREDIT CLASSES

POT	DESCRIPTION	Time Blocks	POT	DESCRIPTION	Time Blocks
10-Wk 1-Credit 1X Week	#Lec Min/Wk – 75 #Lec Min/Day – 75 #Brk Min/Day – 0	0825 – 0940 1000 – 1115 1230 – 1345 1500 – 1615 1730 – 1845 1900 – 2015 2030 – 2145	10-Wk 1-Credit 2X Week	NA	
8-Wk 1-Credit 1X Week	#Lec Min/Wk – 93.75 #Lec Min/Day – 94 #Brk Min/Day – 0	0815 – 0950 1000 – 1135 1230 – 1405 1500 – 1635 1730 – 1905 1915 – 2050	8-Wk 1-Credit 2X Week	NA	
5-Wk 1-Credit 1X Week	#Lec Min/Wk – 150 #Lec Min/Day – 150 #Brk Min/Day – 10	0940 – 1220 1230 – 1510 1730 – 2010 2020 – 2300	5-Wk 1-Credit 2X Week	#Lec Min/Wk – 150 #Lec Min/Day – 75 #Brk Min/Day – 0	0825 – 0940 1000 – 1115 1230 – 1345 1500 – 1615 1730 – 1845 1900 – 2015 2030 – 2145
4-Wk 1-Credit 1X Week	#Lec Min/Wk – 187.5 #Lec Min/Day – 187.5 #Brk Min/Day – 23	0750 – 0950 1000 – 1200 1230 – 1430 1500 – 1700 1730 – 1930 1940 – 2140	4-Wk 1-Credit 2X Week	#Lec Min/Wk – 187.5 #Lec Min/Day – 94 #Brk Min/Day – 0	0815 – 0950 1000 – 1135 1230 – 1405 1500 – 1635 1730 – 1905 1915 – 2050

5-CREDIT CLASSES

POT	DESCRIPTION	Time Blocks	POT	DESCRIPTION	Time Blocks
10-Wk 5-Credit 2X Week	#Lec Min/Wk – 375 #Lec Min/Day – 187.5 #Brk Min/Day – 23	0830 – 1200 1230 – 1600 1730 – 2100	10-Wk 5-Credit 3X Week	#Lec Min/Wk – 375 #Lec Min/Day – 125 #Brk Min/Day – 10	0735 – 0950 1000 – 1215 1230 – 1445 1500 – 1715 1730 – 1945
8-Wk 5-Credit 3X Week	#Lec Min/Wk – 468.75 #Lec Min/Day – 156 #Brk Min/Day – 14	0640 – 0950 1000 – 1310 1330 – 1640 1730 – 2040	8-Wk 5-Credit 4X Week	#Lec Min/Wk – 468.75 #Lec Min/Day – 117.25 #Brk Min/Day – 13	1000 – 1210 1230 – 1440 1500 – 1710 1730 – 1940
5-Wk 5-Credit 3X Week	#Lec Min/Wk – 750 #Lec Min/Day – 250 #Brk Min/Day – 30	Schedule a 4 hour and 40 minute time-block.	5-Wk 5-Credit 4X Week	#Lec Min/Wk – 750 #Lec Min/Day – 187.5 #Brk Min/Day – 23	0830 – 1200 1230 – 1600 1730 – 2100
4-Wk 5-Credit 3X Week	#Lec Min/Wk – 937.5 #Lec Min/Day – 312.5 #Brk Min/Day – 28	Schedule a 5 hour and 40 minute time-block.	4-Wk 5-Credit 4X Week	#Lec Min/Wk – 937.5 #Lec Min/Day – 234.3 #Brk Min/Day – 31	Schedule a 4 hour and 15 minute time-block.

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 situations create the need to find and/or switch classrooms at the last minute. 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.** 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 for each crosslisted class must provide the same information. The Class Notes should say that a student *may* register for only one prefix.

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 Summer 2007 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 department's 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	10	Tech: Package 1 Equipment	19	Dual Slide Projector
02	Chalkboards: 16 feet or more	11	Tech: Package 2 Asst. Listening	20	Ceiling Mounted CRT with Multi-scan Projector
03	Tablet Armchairs/Tables	12	Package 1 + Audio Cassette, CD/Laser	21	VCR
04	Tiered	13	TV Monitor	22	Sound System
05	Case room	14	TV Monitor and VCR	23	Document Camera
06	Moveable Tables	15	Utilities: Air	24	Audio Cassette Play.
07	Tablet Armchairs	16	Utilities: Gas	25	CD/Laser Player
08	Network Jack	17	Utilities: Water	26	Faculty Multimedia Podium
09	Overhead Projector*	18	Slide Projector	27	Remote Control System

*general assignment "smart classroom"

D) Do Not Change Classrooms in BANNER

Departments/faculty **MUST NOT** enter or change classrooms in BANNER after Schedule25 has been run. Please contact Brad Pepper at x 6-3059 if you need to make any classroom adjustments.

E) Follow Time Blocks

Classes that do not follow the established time blocks will have a lower priority for getting rooms in Schedule25, even if they have a requested a room feature(s) and fit a room's capacity.

F) Submit Back-to-Back Requests.

Requests with valid reasons from faculty to teach classes back-to-back in the same classroom must be approved by the department chair, and the Dean's Office of the School. **The completed form should be submitted to your Dean's office, by Friday, March 5, 2010.**

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 entered 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. Attached to the end of this document is a complete list of approved crosslisted courses. 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 course fee correctly in the class notes, including the necessity of collecting such fees from UCD students.
- On the following page 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 200740 to 200840 according to these rules.

DEPARTMENT NOTE RULES

(**␣** = 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
1_{␣␣}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
1_{␣␣}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
1_{␣␣}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

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CLASS NOTES

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. You must ctrl + pg dwn twice to enter text into Long Text field.

H) Omnibus and New Variable Topics Classes

Omnibus and new variable topic courses must receive approval from Academic Affairs each semester before they can be entered into the BANNER schedule system. **The due date for the Omnibus Course Syllabus to your Dean's Office is Friday, December 4, 2008. The due date for Academic Affairs is Friday, December 11, 2008.**

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) Explanation of Terms Used by Schedule25

"Partition" General assignment classrooms in Schedule25 have been grouped into partitions or sets. This table is in color and is attached as an Excel file [partitions]. If you are not able to print in color, please call Brad Pepper at x63059 and he will print one for you. Each classroom is in one and only one partition at a given time of day. Some classrooms are in one partition during the day and another in the evening. All departments that do not have special classrooms, e.g., Art, have a partition of classrooms that consists of the department's first choice of classrooms. **These are NOT classrooms that departments can pre-assign to their classes!** When it is run, Schedule25 tries to maximize the utilization of the classrooms while honoring the room preferences of departments. Your partition is considered to be your choice of preferred classrooms. You are also able to select the partitions of other departments as your second choice of classrooms.

"Wet Labs" are rooms fully controlled by the department, e.g., chemistry labs, art studios. Schedule25 does not consider those rooms when it is rooming classes.

"Pre-assigned Rooms" are rooms in which some departments can schedule certain classes, but which will be made available to other departments if the room is not in use.

K) Online and Hybrid Classes

☞ The correct schedule type for an ONLINE course is "J" (Internet).

☞ The correct campus code for an ONLINE course is "I" (Online).

☞ The class note for an online course should read: *"This is an online course. For login and general information go to: <http://www.mscd.edu/~options>"*

☞ The correct Schedule Type for a HYBRID course is "6" (Hybrid).

☞ The correct campus code for a HYBRID course is "M" (Main).

☞ The class note for a hybrid course should read: *"This course combines require meetings on campus with use of the electronic classroom on the internet. Students need a Pentium or comparable MacIntosh computer and access to the internet. To login to your course, go to Metro State online at: <http://www.mscd.edu/~options>"*

☞ If a department wants to put a course in the schedule that has NEVER been offered as an Online or Hybrid, they need to get the course approved for online delivery through Academic Affairs. The Dean's offices have the approval request form. During the preparation period for every semester it would be to everyone's advantage to add the instructor names in BANNER. This would allow timely communication and WebCT training for the faculty, if needed.

L) Parts-of-Term – Summer 2010

Part-of-Term Code	Dates	Description
1	06/01/10-08/07/10	10 Weeks
2	06/01/10-07/03/10	First 5 Weeks
3	07/05/10-08/07/10	Second 5 Weeks
4	06/07/10-07/31/10	8 Weeks
5	06/07/10-07/03/10	4 Weeks
6	07/05/10-07/31/10	4 Weeks
J	06/01/10-08/07/10	Correspondence
ZZZ	05/17/10-05/29/10	Prior to term

The start and end dates of individual classes should be adjusted accordingly, for the 2010 summer term only courses meeting on Friday and Saturday with term dates that include July 4 will be affected by the holiday.

- **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.

- **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 6.5% rule for fall and spring semesters. Departments may schedule only 6.5% 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 on-line 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.
4. Section Modification must use the current semester Class Adjustment Form located on the Office of the Registrar's website. The form must be completed in its entirety. Multiple offices use the various fields to make adjustments in Banner.

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 and Room #	AR 234 - The building abbreviation followed by a space and then the room number.
CRN	Class Reference Number has replaced call number, a term used in the former legacy system.
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 class. The department supplying the faculty member of the crosslisted class 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, 2007 or 6/23/07
Department & Number	AAS 3910 - A three-letter department code, space and four-digit course number.
Hybrid Course (classroom/online)	A class taught partially online and partially on campus. There is a schedule type “6 – Hybrid Course (classrm/online)” that should be used if the course is a hybrid course.
Laboratories	The rooms that are dedicated to departments/programs, and they do not revert back to Schedule25 for use by other departments/programs if time blocks are not used.
MetroConnect	College portal where students, faculty and staff go to access BANNER, MyClasses, and other features. 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.”
Online (one word)	Class taught on the Internet – the schedule type in BANNER is “J”.
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 our 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.

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.