COURSE SCHEDULERS MEETING
Wednesday, January 25, 2017
12:45 p.m. to 1:45 p.m.

TOPIC: FALL 2017 COURSE SCHEDULES AND REGISTRATION

Fall 2017 Schedule Preparation Time Line

- **Course Schedules Due**
  - **Wednesday, February 15, 2017**
  - Must be e-mailed to registrar@iit.edu in Excel format.
    - N.B. You may download the Fall 2016 schedule from the Course Status Report in the portal to use as a template for Fall 2017. Highlight any new courses or schedule changes for expedited processing.
  - Must be e-mailed to Chuck Scott at scott@iit.edu if your department will be offering IIT Online (Internet/India Internet) courses. If there are no IIT Online courses in your department schedule, do not send your schedule to Chuck.
  - If you have a request for a specific room type (e.g. a room with movable desks, a room with a smart desk, etc.), please include this descriptive request on your course schedule spreadsheet.
  - Please e-mail registrar@iit.edu with preferred date, time, and location.

- **Course Schedules Review and Edits**
  - **Monday, March 13, 2017, through Friday, March 17, 2017**
  - E-mail revisions to registrar@iit.edu for processing.

- **Fall 2017 Schedules on Web**
  - Schedules viewable on web on **Monday, March 20, 2017**
  - Registration for ADA, Athletes, and ROTC begins on **Friday, March 30, 2017**
  - Tiered Registration begins on **Monday, April 3, 2017**

Comments

- Tiered registration is scheduled as follows: U1, U2, U3, and U4 students register one day earlier (similarly to last term). Therefore, graduate students, U5, and U4 will begin on Monday, April 3; U3 will begin on Tuesday, followed by U2 on Wednesday and U1 on Thursday.
- Course scheduling documentation is now available via the Course Schedulers group in Google. Contact registrar@iit.edu if you did not receive an invitation to this group.

Guidelines to Scheduling Classes

- Classes must meet in a standard time block as indicated on the Course Schedule Time Grid (see documentation in the Course Schedulers group in Google).
- Classes must meet according to the number of contact minutes in the catalog. A contact hour is equivalent to 50 minutes. To update the contact hours for a course, please submit a Course Add/Change/Delete form.
- Classes (excluding labs and studios) may be scheduled as follows each week:
  - Two days a week (MW, TR, WF)
  - Three days a week (MWF, TRF)
  - Once a week during the evening (5:00 pm or 6:25 pm), Monday through Thursday
  - Once on Fridays (excluding 100 and 200-level lecture courses)
  - Be paired with another course of similar size in the same time slot but on corresponding days (MW, TR, or WF; excluding 100 and 200-level lecture courses)

This applies only to undergraduate, graduate, continuing education, and professional learning classes that meet in shared classroom space in Siegel (SH), Perlstein (PH), Wishnick (WH), Pritzker Science Center (LS), Alumni
Memorial (AM), Rettaliata Engineering Center (RE), Stuart (SB), IIT Tower (IT), Hermann Hall (HH), Technology Park Central (TC), and Technology Park South (TS) buildings.

- For academic departments that regularly schedule course sections in the morning and afternoon, **it is required that the department schedules at least one MW course section and one TR course section that meets in an academic classroom in the 8:35 am time slot.**

- It is no longer necessary to provide Dean’s Office approval for 100-level and 200-level lecture course sections scheduled in the evening (after 5:00 pm). If your department wishes to offer a 100-level or 200-level lecture course section in the evening (5:00 pm, 6:25 pm, or 7:50 pm), then please obtain approval at the department level. If questions arise pertaining to scheduling 100-level and 200-level lecture course sections in the evening, the department can furnish the internal approval.

- Internet sections for courses below the 400-level no longer require approval from the Dean’s Office. You may obtain this approval internally in case questions arise.

- It is recommended that the majority of the 100-level and 200-level courses be taught by **the best and most experienced faculty**, who are invested in IIT for the long term, thereby being the first ones to introduce new students to the discipline and build lasting mentoring relationships with them.

### Scheduling and Registration Issues

- **Permits** (Permit functionality remains the same; no changes)
  - **Time Permit**: Overrides Time Conflicts only. The department whose class the student is attempting to register issues the permit.
  - **Instructor (INSTR) Permit**: Overrides prerequisites, corequisites, special approval, restrictions (excluding Student Attribute and Level Restriction)
  - **Department (DEPT) Permit**: Overrides everything INSTR permit overrides and Level Restriction, Student Attribute Restriction, and Duplicate Course (courses with the same number).

  **There are NO permits that will override capacity.** Students can register only if there is an available seat.

  Reminder: Submit any changes to the Department Permit/Time Conflict Approvers lists to registrar@iit.edu in order to update our website with correct contact information.

- The following must be set or in place **BEFORE** registration begins:
  - Reserved Seating
  - Updating Pre-Requisites and Course Levels (Use Course Form)
  - Special Approval (Instructor/Department Permit Required)
  - Adding New and Revising Existing Courses (Use Course Form)
  - Restrictions

- **New Faculty**
  - Please complete the Banner Access Request Form for New Hires ([http://my.iit.edu/iit/humanresources/forms/new_banner_account_request.shtml](http://my.iit.edu/iit/humanresources/forms/new_banner_account_request.shtml)) for new faculty who need an ID number; see HR for more details.

- **Waitlisting**
  - If you need a refresher or training on waitlisting, please email registrar@iit.edu.