COURSE SCHEDULERS MEETING
Wednesday. September 11, 2019
12:45 p.m. to 1:45 p.m.

TOPIC: SPRING AND SUMMER 2020 COURSE SCHEDULES AND REGISTRATION

Introductions

Spring & Summer 2020 Schedule Preparation Time Line

- **Service Course Scheduling**
  - **September 11, 2019 – September 15, 2019**
    - Applied Mathematics
    - Biology
    - Chemistry
    - Computer Science
    - Physics
    - COM 101/111 and ROTC courses (*Air Science, Military Science, and Naval Science*)
- **Course Scheduling – All Units**
  - **September 17, 2019 – October 4, 2019**
- **Course Schedules Due: Friday, October 4, 2019**
  - Must be submitted in CourseLeaf CLSS.
  - Reminder: Validate and Submit Schedule
- **Review and Edits**
  - **Administrative Phase: October 7, 2019 – October 11, 2019: CLSS CLOSED TO EDITS**
    - Reserved Seating
    - Updating Pre-requisites
    - Restrictions
  - **October 14, 2019 – October 19, 2019: CLSS Open for final edits prior to schedule posting**
- **Spring and Summer 2020 Schedule Posted**
  - Schedules viewable on web on **Monday, October 21, 2019**
  - **Last day to withdraw from Fall full term classes: October 28, 2019**
  - Registration begins on **November 4, 2019**
  - **Last day to request Fall 2019 Incomplete Grade: December 1, 2019.**

Course Scheduling Policies

- 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 (PS), Alumni Memorial (AM), Retalliata (RE), Stuart (SB), IIT Tower (IT), Hermann (HH), and Kaplan (KI) 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.**
CourseLeaf CLSS

Courses
  o Inactive vs Delete
  o Cross-listing

List of Instructors
  o Registrar Cleanup

New Hire
  o HR – provide A#
  o Registrar – Grant Faculty access in Banner
  o Appear in CLSS in 24hr

Departmental Spaces
  o Select in CLSS

Questions