Fall 2018 Schedule Preparation Time Line

- Course Schedules Due
  - **Wednesday, January 31, 2018 (100 and 200-level course grids)**
    - The service course grid is now available in Cognos. The breadcrumbs are: Public Folders > Report Libraries > ODS > Schedule Offering > Registrar’s Office. To request access to this report, please submit a ticket to supportdesk@iit.edu. Please send revisions to registrar@iit.edu so that the report is accurate.
  - **Wednesday, February 14, 2018 (full department schedules)**
    - Must be emailed to registrar@iit.edu in Excel format.
  - **Must be emailed to Chuck Scott at scott@iit.edu if your department will be offering lecture capture courses. If there are no lecture capture 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.
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  - **Please email registrar@iit.edu with preferred date, time, and location.**

- Course Schedules Review and Edits
  - **Monday, March 12, 2018, through Friday, March 16, 2018**
    - Email revisions to registrar@iit.edu for processing.
    - On-going edits will be processed for department schedules completed prior to the review date.

- Fall 2018 Schedules on Web
  - Schedules viewable on web on **Monday, March 19, 2018**
  - Tiered Registration begins on **Monday, April 2, 2018 (note: Friday “priority registration” has been eliminated)**

Comments

- Tiered registration is scheduled as follows: Athletes, ROTC, students with disabilities, and Veteran Reservists will begin on Monday, April 2; Graduate students, U5, and U4 will begin on Tuesday, April 3; U3 will begin on Wednesday, followed by U2 on Thursday and U1 on Friday.
  - This is a different schedule than previous semesters. “Priority registrants” will begin on Monday, not Friday, as in previous semesters. With this change, all students have an equal amount of lead time to register before the next registration group opens.

- Course scheduling documentation is now available via the Course Schedulers group in Google and the Course Scheduling Resources website ([web.iit.edu/registrar/faculty-staff/course-scheduling-resources](http://web.iit.edu/registrar/faculty-staff/course-scheduling-resources)). Contact registrar@iit.edu if you did not receive an invitation to this group.

Course Scheduling Policies

- Classes must meet in a standard time block as indicated on the Course Schedule Time Grid (see documentation posted on the Course Scheduling Resources website).
• 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:
  o Two days a week (MW, TR, WF)
  o Three days a week (MWF, TRF)
  o Once a week during the evening (5:00 pm or 6:25 pm), Monday through Thursday
  o Once on Fridays (excluding 100 and 200-level lecture courses)
  o 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), 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.
  o In the future, scheduling software will enforce course building rules based on the percentage of courses offered during “prime time” periods. Implementation is currently in progress. Details will be provided.

• 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.

Scheduling and Registration Issues

• Permits (Permit functionality remains the same; no changes)
  o Time (TIME) Permit: Overrides Time Conflicts only. The department whose class the student is attempting to register issues the permit. Must be entered via Banner INB.
  o Instructor (INSTR) Permit: Overrides prerequisites, corequisites, special approval, restrictions (excluding Student Attribute and Level Restriction). May be entered via Banner INB or the myIIT portal.
  o Department (DEPT) Permit: Overrides everything INSTR permit overrides and Level Restriction, Student Attribute Restriction, and Duplicate Course (courses with the same number). Must be entered via Banner INB.

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

• The following must be set or in place BEFORE registration begins:
  o Reserved Seating (cannot be implemented to cross-listed courses)
  o Updating Pre-Requisites and Course Levels (Use Course Form)
  o Special Approval (Instructor/Department Permit Required)
  o Adding New and Revising Existing Courses (Use Course Form)
  o Restrictions

• New Faculty
  o Please contact Human Resources (hr@iit.edu) to request credentials for new faculty. When assigning courses to faculty, please provide the new faculty member’s CWID (A#) and IIT email address to ensure the correct faculty is assigned to the course(s). Additionally, new faculty must have completed the background check prior to receiving a faculty role in Banner. The Registrar’s Office will confirm this prior to giving new faculty a teaching role.

• Waitlisting
  o If you need a refresher or training on waitlisting, please email registrar@iit.edu.
Registrar Initiatives

- Course Scheduling Resources Website (web.iit.edu/registrar/faculty-staff/course-scheduling-resources)- includes scheduling information and policies pertinent to maintaining department schedules each term.
- Banner Record Update Notices Project- semi-automated processes to send email notifications to affected students and staff regarding classroom relocations, schedule changes, and course cancellations.
- Classroom Reassignment Request Form (web.iit.edu/registrar/faculty-and-staff)- process to request a classroom reassignment after rooms have been assigned and a different room is requested for the course.
- Classroom reservations (not assignments) are handled by Event Services. Please contact events@iit.edu for assistance or access the online request form (web.iit.edu/event-services/classroom-reservation-request-form).
- Courseleaf CLSS (In Progress)- scheduling software to streamline course production and editing. Implementation in progress. Anticipate training sessions prior to the next schedule building cycle (Spring/Summer 2019).