COURSE SCHEDULERS MEETING  
Wednesday, September 5, 2018  
12:50 p.m. to 1:40 p.m.  

TOPIC: SPRING AND SUMMER 2019 COURSE SCHEDULES AND REGISTRATION

Introductions

CourseLeaf CLSS

Spring and Summer 2019 Schedule Preparation Time Line

- Course Schedules Due
  - Friday, October 5, 2018
  - Must be submitted in CourseLeaf CLSS.
    ▪ Training sessions: September 12th and September 13th
- Course Schedules Review and Edits
  - Monday, October 15, 2018, through Friday, October 19, 2018
- Spring and Summer 2019 Schedules on Web
  - Schedules viewable on web on Monday, October 22, 2018
  - Spring and Summer Registration begins on Monday, November 5, 2018

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), Retallia (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.

IPRO Course Scheduling (Jeremy Alexis)

Banner 9