TOPIC: SPRING 2018 COURSE SCHEDULES AND REGISTRATION

Spring 2018 Schedule Preparation Time Line

- Course Schedules Due
  - Wednesday, September 27, 2017
  - Must be emailed to registrar@iit.edu in Excel format.
    - N.B. You may download the Spring 2017 schedule now from the Course Status Report in the portal to use as a template for Spring 2018. Highlight any new courses or schedule changes for expedited processing.
  - Must be emailed to Chuck Scott at scott@iit.edu if your department will be offering lecture capture (Internet/India Internet) 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.
  - Please email registrar@iit.edu with preferred date, time, and location.

- Course Schedules Review and Edits
  - Monday, October 16, 2017, through Friday, October 20, 2017
  - Email revisions to registrar@iit.edu for processing.
  - On-going edits will be processed for department schedules completed prior to the review date.

- Spring 2018 Schedules on Web
  - Schedules viewable on web on Monday, October 23, 2017
  - Registration for ADA, Athletes, and ROTC begins on Friday, November 3, 2017
  - Tiered Registration begins on Monday, November 6, 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, November 6; 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 and the Course Scheduling Resources website (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 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 (PZ), 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.

- 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)
  - **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.
  - **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.
  - **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:
  - 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 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).

- **Waitlisting**
  - 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 process 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)- new 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 now 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 (TBD)- scheduling software to streamline course production and editing. Stay tuned.

Update 9/14/2017