

CLASS SCHEDULING POLICY

The primary goal of the Academic Scheduling Process is to maximize the probability that all students receive their choices of courses required for graduation on a timely basis (within the prescribed number of semesters). This also maximizes efficiency and effectiveness and minimizes operating and capital costs.

GUIDING PRINCIPLES FOR UTILIZATION OF CLASSROOMS

Classroom space is a valuable resource that belongs to the institution. The Provost is responsible for ensuring that this instructional space supports the academic needs of the University.

Deans, directors, department chairs and the University Registrar are responsible for ensuring that all classrooms are scheduled efficiently.

All general purpose classrooms need to be shared to support the broader teaching and learning needs of the University. Units that manage general purpose classrooms are responsible for supporting the classrooms and those who use them.

Classrooms and other instructional spaces may be allocated to individual departments, but the assignments are not considered permanent. The space may be reallocated as the needs, priorities, and demands of the school, college, or University change.

Goals:

- Improved course availability to increase graduation rates.
- Improved classroom utilization.
- An overall schedule that is consistent and equitable, designed to minimize time conflicts.
- Greater flexibility in offering 2, 3, 4, and 5-day a week courses.
- Flexibility to offer courses with meeting patterns appropriate to learning and teaching expectations.

CLASS SCHEDULING

All units are expected to plan and distribute classes across all days of the week (Monday - Friday) and hours outside of the peak usage times of the day (9:30am to 3:15pm) as much as possible to maximize use of campus classrooms and minimize class conflicts for students. This distribution also includes the use of weekend offerings whenever appropriate.

Standard meeting patterns:

- All classes will conform to the standard meeting pattern.
- Classes will **start** on grid. For those that do not start on the grid, approval will be required from the dean of the college.
- When there are multiple sections of the same course, courses that offer 5 or more sections of a class during the same semester must assign 20% of the sections before 9:30am or after 3:15pm to allow for greater flexibility for student scheduling.

M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
U	Sunday

REQUIRED CLASS MEETING LENGTH

# Semester Credit Hours	Meeting Sequences	Required Length of Each Class Meeting
For 5 hour class	MTWRF	50 minutes
For 4 hour class	MTWR or MTWF	50 minutes
For 3 hour class	MWF	50 minutes
For 3 hour class	MW or TR or WF	1 hour 15 minutes
For 3 hour class	M or T or W or R or F*	2 hours 30 minutes
For 2 hour class	MW or MF or TR or WF	50 minutes
For 2 hour class	M or T or W or R or F	1 hour 40 minutes
For 1 hour class	M or T or W or R or F	50 minutes

**Courses may only be scheduled using these sequences after 5:00pm, on Friday afternoon after 2:00pm or Saturday and/or Sunday.*

Exceptions: Labs and Clinical or Practicum Courses, but should always start on-grid. Other exceptions include courses that are taught in conjunction with clinical or practicum classes.

Lectures that have presentation/performance times may meet on the MW format. However, all attempts should be made to schedule the presentation/performance time in the same time block on the corresponding day in the pattern. For example, if a course has a lecture on MW from 9-9:50am, the presentation/performance should be scheduled, when possible, on F from 9-9:50am. When this is impossible, the presentation/performance sections may only be scheduled at non-peak hours (9:30am or after 3:15pm). This will lessen the impact on student's schedules and room utilization.

All courses must adhere to the contact and credits hours as defined in the Curriculum Procedure Handbook.

DEVIATIONS FROM APPROVED PATTERNS

Courses that receive prior written approval from the dean of the college where the course is offered may deviate from the scheduled time patterns reflected. Approval will be granted on a case-by-case basis and will be approved only if a compelling argument can be made as to why the approved patterns will not meet the needs of the department. The request and the dean's approval shall be sent to ClassSchedule@uww.edu.

SPECIAL NOTES

Combined Sections: All combined section information must be sent to ClassSchedule@uww.edu as soon as possible. Include the Class Number, Subject Area, Catalog Number, and Section Number and the total enrollment cap of the combined sections. Be sure to enter in PeopleSoft all of the information for the classes being combined, except the room which is only entered on the first class in the combination.

Notes, Messages and Fees: Please send to ClassSchedule@uww.edu any notes, messages or fees to be included in the printed Schedule of Classes so that this information can be included in the Schedule of Classes proofs. Do not enter this information in the topics field on the Schedule Meetings panel.

Schedule of Classes printout: Departments wishing to do a pre-proof of data entry for the Schedule of Classes should contact ClassSchedule@uww.edu for a printout as soon as the information has been entered. Be sure to allow yourself time to make changes prior to the end of Schedule of Classes access.

*After access has ended for the term, please submit all changes through the Class Schedule Request Form.

TBA Instructors: All TBA instructors must be assigned by the first day of classes for the term and can be submitted through the Class Schedule Request Form. NOTE: Instructors cannot be assigned until their paperwork is completed and they are activated by Human Resources.

FACILITIES

Departments are expected to schedule classes using their allocated priority rooms. Rooms are assigned to departments by the dean of their college. If rooms are not available at popular times, departments are expected to change their schedules accordingly to fully use the rooms within their allotment. *If a course must be scheduled at a certain time, it should be scheduled first.*

If additional rooms are needed, please check with other departments using rooms in the buildings desired. *There should be very few classes, if any, which cannot be scheduled into the rooms allocated to each department. The Registrar's Office may be unable to schedule large numbers of rooms for classes at prime times.*

25Live will be updated with all scheduled classes and room assignments. The expectation is that departments will use 25Live to search for open rooms for classes that do not have a room assigned. *Once schedule access is closed, rooms then become first come, first serve. Update WINS as soon as a room is found as this will help to prevent the double-booking of rooms and conflicts.*

25Live will be updated from WINS every five minutes once the initial upload is complete.

Large Lecture Rooms:

The following is a list of lecture rooms that seat approximately 100 or more students. Departments should submit all requests for the following facilities directly to the appropriate personnel in the dean's or department offices:

Letters & Sciences Liz Hachten x1713	
	McGraw Auditorium (120)
	Heide 100 (127)
	Heide 101 (112)

Education & Professional Studies Eileen Troemel x7585 or Gretchen Kinney x4677	
	Winther 1001 (72)
	Winther 2001 (180)

Business & Economics Joanna Stradusky x1945	
	Hyland 1000 (400)
	Hyland 2101 (150)
	Hyland 2203 (150)

Political Science Peggy Blum x1120	
	Hyer 320 (130)

Biological Sciences Amber Kammeraad x1092	
	Upham 140 (105)
	Upham 145 (182)

Other classrooms in McGraw should be requested for courses requiring access to unique facilities through either the Computer Science Department (Sue Roberts x1666) or Letters & Sciences Dean's Office	
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CURRICULAR AND SCHEDULING MATTERS

Special course (including 049/490/491/494/496/497 and 690/691/694/696/790/794/796) proposals must be approved through the Associate Vice Chancellor's office in order for the course to be included in the Schedule of Classes and to be available for registration. The curriculum process requires that there be sufficient lead time for the colleges to review proposals from other colleges prior to approval by the Associate Vice Chancellor.

Note: Special Courses must be approved each semester they will be offered even if they were previously approved. Refer to the Curriculum Procedure Handbook for more information. *Please share this information with faculty who may be considering offering special courses. Special courses entered in the Schedule that do not have paperwork received by the Associate Vice Chancellor will be deleted.* Special Course titles should be added in ALL CAPS.

Course restrictions and requisites as approved by curricular action will be listed on the proof copy. Any changes to existing restrictions and requisites require completion of appropriate curricular action. Curricular deadlines for new courses and course changes are listed in the Academic Calendar and in the Curricular Calendar. Curricular actions that have not been approved will not be reflected in the Term Specific course offerings. Refer to the Curriculum Procedure Handbook or the curricular information on the UWW website for more information.

Graduate level courses cannot be taught with undergraduate level courses (except 300/500 and 400/600) unless approved by the college dean and the graduate dean.

Any fees (e.g. special course fees and field trips) required for a course beyond the normal tuition charges must be approved and listed in the schedule per UW System requirements. This information must be sent to ClassSchedule@uww.edu for coding on classes, and should be confirmed on the proof copy. If an instructor is not sure of field trip plans for the term, a generic statement should be used, as follows: *Participation in a field trip is normally required in this course. More details may be included.* All fee forms for the term are due to the Provost. Fee forms are submitted through the course fees website (www.my.uww.edu/coursefees).

Provost	Financial Services	Term
September 25	October 1	Winterim and Spring
December 25	January 1	Summer
February 25	March 1	Fall

Special note for zero-credit courses: Students enrolling in zero credit courses (MUSC 100, LDRSHP 461) will be assessed tuition for one credit per Board of Regents fee policy.

To avoid scheduling problems for students, please *do not deviate from the day/time pattern*. Requests for 2 or 3-credit standard sections which deviate from the normal meeting pattern *must be approved in writing in advance by the dean of the college*.

Web Based courses: Enter 'Web Based' as the Facility ID and add the instructor. Do not enter days or times.

Hybrid courses: Enter a second meeting pattern with 'web based' as the Facility ID and add the instructor. Do not enter days or times on the 'Web Based' line.

Arranged courses: For courses that do not have set meeting days or times (i.e. Independent Studies), please enter 'Arranged' as the Facility ID. This is the only information needed. Please do not enter days or times.

Section Identifiers: If a section is part of an auto-enroll setup or is set aside for specific groups of students, a certain letter will be used as an identifier.

- **C** notes sections that are Lectures that auto-enroll into to Labs
- **H** notes sections that are reserved for students in the University Honors Program
- **L** notes sections that are Labs that auto-enroll into Lectures
- **M** notes sections that are for students associated with the military; veterans, active-duty military, ROTC, and members of military families
- **P** notes sections that are reserved for students in the Pathways for Success program
- **S** notes sections that are reserved for students in Sophomore Interest Groups (an expansion of Learning Communities)

- **T** notes sections that are reserved for transfer students (used for INTRAUNV 104)
- **W** notes sections that are reserved for students in online majors
- **X** notes sections that are reserved for Learning Communities
- **Y** notes accelerated hybrid Graduate courses