Help Sheet: Course Scheduling

Our goal in scheduling is to submit a timely and accurate statement of the courses to be offered during an upcoming semester. This includes providing a mix of lower-division, upper-division, and graduate courses, as well as a mix of online and face-to-face courses, that will enable students to fulfill both general education and major requirements and thereby graduate in a timely manner.

Note:
One source of confusion is that there are only two drafts of course schedules submitted for fall semester, whereas there are three drafts submitted for spring semester.

Procedures:
1. Poll faculty members in early November regarding the courses they would like to teach the following year (including online and Wintersession courses). This will give the department one month to determine whether the proposed courses will meet the needs of students in a comprehensive fashion, fulfill the frequency of offerings specified in the catalog, and draw a sufficient number of students to justify their inclusion in the curriculum.

2. The Registrar’s first call for Fall semester schedules typically arrives in early December (and the call for Spring semester typically arrives in late February). You will receive a print-out of the current year’s schedule and will be asked to edit it for the following year. Cross out courses that will not be taught and edit course information if necessary for courses that will be taught again. Also, fill out a Course Addition Form for each course not appearing in the current year’s schedule. This form can be found at: http://www.umt.edu/registrar/Forms.php. (There is also a course deletion/change form on the Registrar’s website to be used for last minute changes, i.e., after the final schedules have been submitted).

3. Remember to spread your offerings over all days and times consistent with the Registrar’s Room Scheduling Guidelines (presented below). Ignore references to scheduling classes on Saturday unless you truly wish to do so.

4. Ignore online (section 50) courses on the Registrar’s call and instead wait for the notice from Extended Learning Services (XLS) which should arrive at roughly the same point in time. You will be asked to submit information for online courses through Maven, the online course scheduling tool used by XLS.

5. Ignore Wintersession (section 90) courses on the Registrar’s call for Spring semester courses and instead wait for the notice from Extended Learning Services which is typically sent to departments in March.

6. As the first draft is being prepared, remind the department chair to consult with the Dean’s Office about any proposed courses that are not funded through the department’s state budget and which may require additional funds.

7. Second/final drafts for the Fall schedule will arrive in early March. Second drafts for the Spring schedule will arrive in early July, and third/final drafts for the Spring Schedule will arrive in late August or early September. It is essential to ensure the accuracy of the course information on these schedules, including Grade Mode and Maximum Enrollments. H&S endorses the Student Option grade mode to allow student’s additional flexibility.

Additional Tips/Advice:
1. Identify large classrooms or high-tech classrooms that you can count on having each semester; this will require negotiating with the Registrar’s Room Scheduler. Be aware that there is no guarantee that a room will be reassigned from one year to the next.

2. Keep in mind that the Registrar’s Room Scheduler does not have control over all buildings/rooms.

3. T/R between is now the highest demand time and, consequently, the most difficult time to find rooms.
4. Rooms may be reassigned due to disability issues. Always double check course locations the first day of classes.

5. It is reasonably easy to adjust instructor information for any courses on the proposed schedules via email, as long as you provide the instructor’s name, ID, the course name, number and CRN, and exercise patience.

The cover sheet that the Room Scheduler sends out has a caveat: “courses scheduled in buildings/room controlled by the Registrar's Office that deviate from the attached room scheduling guidelines will be scheduled last, even if the room was assigned the previous year.” These Guidelines are presented below (in case you are inclined to deviate!) Again, please ignore references to Saturday class times.
Room Scheduling Guidelines

Guidelines:
Classrooms scheduled by the Registrar’s Office will not be assigned to classes deviating from the below guidelines, until all other room requests have been fulfilled. (CLARIFICATION: Classes deviating from the guidelines will be scheduled last even if the room was assigned the previous year.)

STANDARD TIME BLOCKS FOR CLASS MEETINGS:

- **DAILY, FOUR DAYS A WEEK, or MONDAY, WEDNESDAY, FRIDAY (MWF):**
  - 8:10-9:00  11:10-12:00  2:10-
  - 9:10-10:00  12:10-1:00  3:10-
  - 10:10-11:00  1:10-2:00  4:10-
  - 11:10-12:00  2:10-

- **TUESDAY, THURSDAY (TR) (with a 5-minute break):**
  - 8:10-9:30  11:10-12:30  2:10-
  - 9:40-11:00  12:40-2:00  3:40-
  - 1:10-2:10

- **“SATURDAY” Classes:**
  - TRS 8:10-9:00
  - TR 11:10-12:00 & S 9:10-
  - TR 10:00
  - T, R or F after 3:30 & S - any time between 8:10 and 3:10
  - S only - any time between 8:10 and 3:10

- **“EVENING” Classes:**
  - It is recommended that evening classes (classes starting 4:00) begin at 10 minutes after the hour.

COMPLIANCE TO GUIDELINES:

1) In compliance with the collective bargaining agreement, departments with five more faculty members must schedule each semester at least one high enrollment class (major or General Education) using the “SATURDAY” start times indicated above. However, in one semester the department may schedule one of the following times instead of “SATURDAY” times above: in the evening (start time after 4:00 p.m.) OR with a SATURDAY component (e.g., field work or lab).

2) In addition to instructions in #1, spread offerings throughout the day and week including some evening hours. Undergraduate courses taught in general classrooms must be scheduled evenly throughout the week so that there is a difference of no more than two classes between any two blocks. FOR EXAMPLE, before three classes can be scheduled in any time block, every other time block between 8:10 and 5:00 on Monday, Wednesday, Friday (MWF) and Tuesday, Thursday (TR) must be scheduled at least once.

3) 3 credit classes as well as four or five credit classes which have three one-hour lectures or sections meetings must meet:
   - (A) at least three days per week for fifty minutes on Monday, Wednesday, and Friday OR
   - (B) three days per week for fifty minutes on Tuesday, Thursday, and Saturday (or 150 minutes for one of the other “SATURDAY” classes) OR
   - (C) for seventy-five minutes on Tuesday and Thursday OR
   - (D) in the evening (start time after 4:00).

4) Five credit classes must meet at least five days per week for fifty minutes each day, Monday through Friday, OR must meet after 3:00 p.m.

5) Four credit classes must meet at least four days per week for fifty minutes each day, Monday through Friday, OR meet after 3:00 p.m.

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6) **Two credit** classes and **two hour discussion or section meetings** must meet on Tuesday and Thursday for at least fifty minutes each day beginning at 8:10, 10:10, 11:10, and 1:10 OR  
must meet after 3:00 p.m.

7) **One credit** classes and **one hour discussion or section meetings** must meet a least fifty minutes on a Tuesday or Thursday beginning at 8:10, 10:10, 11:10, 1:10 OR  
o after 3:00 p.m. OR  
o on a Monday, Wednesday or Friday after 3:00 p.m. 

8) It is recommended that **two hour meetings of studio/lab courses** be scheduled Monday, Wednesday, Friday and **three hour meetings of studio/lab courses** be scheduled Tuesday, Thursday. Daytime beginning times must be 8:10, 10:10, 12:10, 2:10, OR  
4:10 on Monday, Wednesday, Friday and 8:10, 11:10, or 12:10 on Tuesday, Thursday.