

ACADEMIC COURSE SCHEDULING GUIDELINES

The following information is taken mainly from past Faculty Senate actions and has been assembled here for guidance in planning course schedules. The guidelines below apply only to sections scheduled in "general classrooms". General classrooms are managed by the Registrar's office through Academic Scheduling and available for use by all departments and events scheduling.

1. COURSE APPROVAL:

Courses for the upcoming semester must be offered as approved by the Faculty Senate.

2. CONTACT HOURS:

The number of lecture and laboratory hours per week must be the same as approved for the course.

If contact hours are not correct for the credits offered, departments will be asked to correct these prior to publication.

Please refer to the catalog for the approved credit hours and appropriate contact hours.

Required Contact Minutes:

The minimum number of contact minutes of instruction per lecture hour of credit for UAF is 800 minutes plus final examinations.

- Classes meet 60 minutes per week for each lecture credit hour.
Example: 3 credits = 180 minutes of meeting time per week
- Laboratory classes meet 60 minutes for each laboratory credit that is approved.

3. STANDARD TIMES:

Classes with 3 hours of lecture per week meet **MUST** follow the approved meeting time patterns listed below. Classes with more or less than 3 hours of lecture per week must also fall within the approved meeting time patterns.

Approved Meeting Patterns:

- 3 credit lecture classes wishing to meet one day a week **MUST** meet in the evenings or on weekends.
- Classes must be scheduled to **begin** at the times listed on the schedule above regardless of credit hours or length. If meeting patterns are submitted which do not conform to the above approved meeting patterns that require in finding a room may be required to change their class time to adhere to standard times.

Monday, Wednesday, Friday (MWF) (60 minute periods)	Tuesday, Thursday (TR) (90 minute periods)
8:00 am- 9:00 am	8:00 am- 9:30 am
9:15 am-10:15 am	9:45 am-11:15 am
10:30 am-11:30 am	11:30 am- 1:00 pm
11:45 am-12:45 pm	2:00 pm- 3:30 pm
1:00 am- 2:00 pm	3:40 pm- 5:10 pm
2:15 pm- 3:15 pm	Evening – after 5:20
3:30 pm- 4:30 pm	No classes are to be scheduled between 1 p.m. and 2 p.m. on Tuesday or Thursday. This time has been set aside as a free hour for scheduling meetings, convocations, etc. (UAF Faculty Senate Meeting #60 12/4/95)
4:40 pm- 5:40 pm	
Evening – After 5:50 pm	

Evening and Weekend Classes:

Classes scheduled to begin after 5:50pm on Monday, Wednesday and/or Friday or after 5:20pm on Tuesday and/or Thursday are considered evening classes.

- Evening and weekend classes are not required to use set meeting times.
- General use classrooms will be assigned on a space available basis to evening and weekend classes.

Arranging Class Times/ Distribution of Sections:

- Departments/Faculties must make every effort to equally distribute their courses between Monday/Wednesday/Friday and Tuesday/Thursday. Equal distribution of sections is defined as fifty percent of a

department's sections scheduled on the Monday/Wednesday/Friday combination and the remaining fifty percent would occur on the Tuesday/Thursday combination.

- Departments/Faculties must ensure they are not scheduling more than 70% of their sections during peak times in rooms with a seat capacity of 50 or more. Sections must move outside peak times in order to facilitate growth in the course schedule. Academic Scheduling can provide each department with the exact number of sections that would need to move outside peak times in order to achieve the necessary reduction.
- There should be a balance between a department's MWF classes and TR classes. Early morning and late afternoon class hour times should be utilized and considered to accommodate all students and best utilize our classroom space.
- Core classes, degree required classes, and multiple sections of the same class should not be scheduled in the same time slot.
- Lecture classes are required to fall within the approved meeting patterns listed above.

Prime Class Times: Mon., Wed., Fri.: 10:30 a.m. to 4:30 p.m.
Tues., Thurs.: 9:45 a.m. to 3:30 p.m.

A class may not be moved into prime time unless another class of similar size and function is moved out of the same time slot by department.

Labs:

- Laboratories meeting longer than one period per day must be scheduled to start at the beginning of the class period times.
- Laboratory "hours" are 60 minutes long instead of 50 minutes.
- Laboratory sections utilizing general-use classrooms cannot be scheduled during prime times unless they fall within the approved meeting time patterns.

Special Room Assignment Needs:

It is necessary to follow established priorities in order to plan a workable schedule both in terms of student needs as well as classroom utilization in prime times.

- We will make every effort to assign requested rooms on a space available basis.
- It is not possible to accommodate all requests because of demands for prime time slots and special equipment needs.
- If the requested space is not available we will assign a similar location, which may or may not meet equipment or special needs.

4. MAXIMUM ENROLLMENT:

- The best estimate of the number of students expected in a class aids us in selecting the proper size classroom and lowers amount of room swapping after the semester starts.
- When significantly increasing enrollment or consolidating multiple sections into one larger section, Academic Scheduling should be consulted prior to student registration to ensure that a classroom is available. The consultation process allows faculties/departments to see various date and time options in order to schedule the section that best meets the needs of the instructor.
- Historical enrollment data is available for each course if needed. NOTE: If no number is indicated for max enrollment the system automatically sets it at zero. This will allow "zero" students to enroll in the class.
- With the increase in the size of classes expected to continue, be aware that we have only a limited number of classrooms that will hold more than 50 students.

5. SPECIAL TOPICS COURSES:

Follow the guidelines described in the Faculty Senate handbook or visit the website at <http://www.uaf.edu/uafgov/faculty/>
Deadline for Fall 2011 is February 11, 2011

- Special topics courses must be submitted to the Office of the Registrar prior to the expected deadline
- The Office of the Registrar is required to have the original signatures on all special topics paperwork prior to creating the course.

6. COURSE FEES:

UAF Business Office personnel will add special fees that are associated with each class.

Deadline for fee requests and approvals: Spring – September 1; Summer & Fall December 1 (Memo for VCAS 11/21/06)

Only those fees appearing in the current catalog or fees approved by the Vice Chancellor for Administration will be in the class schedule.