



CLASS SCHEDULE PREPARATION INFORMATION

****REVISED ACADEMIC COURSE SCHEDULING GUIDELINES AND 1ST PROOF CLASS SCHEDULE PREPARATION INFORMATION****

All corrected 1ST proofs are due to the Registrar's Office by 5:00 PM on Tuesday, September 11, 2012

1. The attached spreadsheet contains all Fairbanks campus courses. All course reference numbers (CRN) should begin with a 7****.
2. **Proofs MUST be delivered to the Registrar's office through academic Deans to ensure all course approvals.** It is preferred that proofs are returned to the Registrar's Office as attachments to emails (fysched@uaf.edu). **Please list department and term on the subject line of the email.**
For example, Subject: NRM/GEOG 201301.
3. All changes and additions to the Spring 2013 class schedule must be made to this spreadsheet and submitted via email. Prior to submitting your schedule, be sure to save a copy on your hard drive.
4. **Handwritten changes will not be accepted.** Please carefully review the attached class scheduling policies and instructions.
5. **Do not remove any courses from the proof.** All deletions should be marked out with a **red strikethrough**. (*See Spreadsheet Instructions and Examples*). **Deletions mean the course will not be scheduled for the Spring 2013 term.** In order to delete these courses in their entirety, they cannot be removed from the spreadsheet.
6. Classes with more than one instructor and/or meeting pattern will repeat on the schedule. When sorting your classes, include CRN's so that these classes show up together on the proof.
7. Indicate all **changes** to the schedule in **RED** text.
8. **Please follow all spreadsheet instructions and refer to the examples listed below. In order to produce an accurate schedule, instructions need to be followed. 1st proof will be returned to the department if submitted with inaccurate format other than what was indicated under the spreadsheet instructions.** Multiple corrections will cause production delays and may result in no time to provide a final proof.

COLUMN HEADING DEFINITIONS

FNC – Function

List what is to be done to the course. We will follow these meanings:

D = Red Strikethrough = Delete this course from the schedule

A = Add this course to schedule. (All in green text)

C = Make the changes requested in this row.

See Spreadsheet Instructions and Examples.

CRN – Course Reference Number

Generated by Banner each semester.

Cannot be moved to different courses and must be provided.

SUBJ – Subject Code

Abbreviated code for each department, used in Banner, Course Catalog and Class Schedule.

Example: ECE = Early Childhood Education

CRSE– Course Number

This corresponds to what is approved in the University catalog. W's (Writing Intensive) and O's (Oral Intensive) after the number are not used in Banner or the class schedule. These are used as reference in Catalog only.

Please do not indicate W's and O's in the spreadsheet.

If course number is -92, please provide another row indicating the grade mode for the course as Letter or Pass/Fail.

SECT – Section Number

F = Fairbanks Campus Courses

T = Community and Technical College Course

See <http://www.uaf.edu/coursefinder/definitions/> for section numbering sequence

Second digit indicates:

E = Evening class beginning after 5PM on M, T, W, R, and/or F.

W = Weekend class meeting on S and/or U. If course meets F, S, and/or U with times beginning after 5pm.

X = Internet class.

M = Audio/Video Conference Course

If there are mistakes in section numbering, these will be corrected by the Final proof.

TITLE - Course Title

Must appear as approved by Faculty Senate. Due to space limitations, please limit your title to 30 characters.

CREDITS

A course may not be offered for more or less credit than that which is approved for the course. Refer to the catalog for accurate credits and contact hours required.

MTG TYPE = Meeting Type

CLAS = Classroom Meeting

LAB = Lab Meeting type

ARR = Arranged Meeting

SEM = Seminar Course

PRIN = Practicum/Internship

AUD = Audio Class

VID = Video Conference Course

FLD = Field Course

OFF = Off Campus Course

DAYS – Days of the week class will meet

M = Monday

T = Tuesday

W = Wednesday

R = Thursday

F = Friday

S = Saturday

U = Sunday

BEG/END TIME – Begin Time; End Time (i.e. 0900 = 9:00 AM, 1300 = 1:00 PM, 1500 = 3:00 PM)

Must be listed in Military Time for data entry and export. Class meeting times that are not within scheduled meeting patterns will be posted to the closest meeting time within approved meetings patterns. Faculty Senate policy prohibits courses from meeting on T R from 1:00 to 2:00 PM.

See *Academic Course Scheduling Guidelines*.

BLDG – Building Code

Abbreviation for campus buildings. See <http://www.uaf.edu/coursefinder/definitions/> under Building Codes and Locations.
Example: REIC = Reichardt building
Building and room assignments are based on availability.

ROOM = Room Number

Contact scheduling office with questions. Building and room assignments are based on availability.

START/END DATES– Dates of Course

“Full Term” indicates courses will meet for the approved dates for the entire full term. (Aug 30 – Dec 15)
List individual dates **ONLY** if it is a late starting course (first meeting time is after Sept 6) and/or the course will not meet the full semester.

INSTRUCTOR ID/NAME

- Indicate the correct instructor’s last name, first initial and UA ID number when requesting a correction or addition to the instructor of record. Instructors will not be posted without a UA ID number.
- If more than one instructor will be participating in either a lecture or a laboratory section, please list both names and UA ID number and the percentage of time each instructor will contribute to the class.
- **UA ID numbers are required** because they are currently the only way to retrieve and record an instructor in the Banner System.
- **Instructors will not be assigned without a UA ID**

MAX ENR – Maximum Enrollment

Indicate maximum number of students to be allowed to register for the class. This column must contain an accurate number of maximum students in the course. This will assist with classroom placement and space utilization. ‘9999’ or ‘999’ will not be accepted. If this column is left blank, enrollment in the class will default to zero in the information system and students will not be allowed to register for the course. Please note there might be courses indicating “0” as the max enrollment.

Please indicate realistic max enrollments based on the average history within the past terms.

MAX WL – Waitlist

Indicate maximum number of students permitted on the wait list. This is in addition to MAX number. Again, use accurate numbers to allow for increases in enrollment and ability to accommodate students within classroom capacities.

AUDITS – Are auditors allowed in the course?

Note: Grade modes are not listed on the proof because they cannot be changed without doing a minor change through Faculty Senate. A class cannot offer both pass/fail grading and letter grading in the same section.

For further information on processing minor changes, please visit the Faculty Senate website at <http://www.uaf.edu/uafgov/faculty/>

XLIST = Cross-Listed/Stacked

- These are the approved cross-listed/stacked courses as approved by Faculty Senate.
- Check the cross-listed courses to be sure all listings are being offered.
- Many times all courses that are approved to be cross-listed are not offered.
- Both departments must indicate cross-listed courses on the spreadsheet in this column if both agreed to offer the course.
- If courses will be cross-listed/stacked indicate the other course in this column along with the total number of maximum enrollment for both courses.

For example: PSY F614 spreadsheet indicates that NORS F614 will be cross-listed and is listed with the Total of 30 max enrollments (15 for PSY F614 and 15 for NOR F614). This column should be listed as NORS F614 Total=30.

SPEC APPRV – Approval Code

Please make sure proper approval codes adhere to the Catalog prerequisites.
If special permission is required for ALL students to enroll in this course indicate:

IN = Instructor Approval

DP = Department Approval

DH = Department Head Approval

HD = Honors Director Approval (Required for all sections with FH1)

For additional approval codes please refer to the Class Schedule Form.

PRINT

Indicate **Yes** if you wish the course to appear in a printed schedule (CTC Courses)

WEB AVAIL

Indicate **Yes** if you wish the course to be viewable on UAOnline and made available for web registration.

By indicating **No**, students will not be able to search/view the course on UAOnline and they will not be able to register for the course online.

SESS CODE

Code	Location-Based (%)	Name	Description
0	0%	Distance	<ul style="list-style-type: none">▪ No physical location requirements.▪ Can be synchronous or asynchronous, and may be instructor- or self-paced. <i>Any amount of required location-based time means the class goes into #1, #2, or #3.</i>
1	1% - 20%	Distance-Based	<ul style="list-style-type: none">▪ Location-based time requirements up to 20% of the course contact hours (per 3 credit course: around 9 hrs of 45 contact hours).
2	21% - 50%	Blended	<ul style="list-style-type: none">▪ Location-based time requirements for 21%-50% of the course contact hours (per 3 credit course: 9.5 to 22.5 hrs).
3	51% or more	Location – Dependent/Traditional	<ul style="list-style-type: none">▪ Location-based time requirements for 51% or more of the course contact hours.

DELIVERY:

What broadly-adopted strategy combining technology and pedagogy is being used to achieve specific learning outcomes?

- **CI: Independent Learning / Correspondence:** Self-paced course packets used to complete coursework.
- **F2F: Face-to-face:** Traditional class instruction
- **AC: Audio Conferencing:** Participation over a telephone audio bridge.
- **VC: Video Conferencing:** Participation from a video conferencing site
- **WB: Web Meeting:** Participation over the Internet by running web conferencing software on their computer (such as **eLive**).
- **TV: Live Television / UATV:** Class to be broadcast live over UATV.
- **BB: Online / Web delivered:** Students participate through a course web site (such as **Blackboard**).
- **MM: Multimedia:** Participation in the course using a variety of media formats (DVD, CD, VHS, etc.).
- **SP: Special Technology:** Course uses special technologies that are listed in the course notes section (e.g., “course uses Skype,” or “course requires high-speed Internet access for interactive simulations”).
- **PRIN:** Practicum or Internship
- **IND R/T:** Independent Research/Thesis

PACING = Course Pacing

What type of pacing does the class have? Instructor (I) or self (S)?

MEETING TIME:

Are there set meeting times for the course? Yes or No

INSTRUC METH = Predominant Instructional Method for the course (related to Delivery Method)

AB: Audio/Blackboard

AC: Audio Conference

AW: Audio Conference & Web-based

BB: Blackboard

BD: Blended Clsm/Audio/Web/Field

CA: Audio Conference & Classroom

EL: Elluminate Live

MM: Multi-Media

PW: Partially Web-based

VC: Video Conference

VW: Video Conference & Web-based

WB: Web-based

SECTION NOTES – These are specific course notes for public viewing. Any additional information that students need prior to registering can be entered here.

SPREADSHEET INSTRUCTIONS AND EXAMPLES

DELETING A COURSE OR SECTION FROM THE SCHEDULE:

1. Insert a **red D** in the **Function** column of the course to be deleted.
2. Creating a **red strikethrough** across a line indicates a deletion. Highlight the row to be deleted, right click, choose "Format Cells", click on the "Font" tab and then choose **strikethrough** under "Effects."
 - If you try drawing a red line through the course to be deleted it will not print correctly and the wrong course could potentially be deleted from the schedule
3. Use the red strikethrough only to delete the entire course. This method is not used to make an instructor change or deletion or any other changes

DO NOT REMOVE THE DELETED COURSE INFORMATION FROM THE DOCUMENT. THE OLD INFORMATION IS NEEDED TO REMOVE THE CLASS FROM BANNER

FNC	CRN	SUBJ	CRS#	SECT	Title	Start/End	ADT?	APP	AM	Credits	MAX	W/L
	74479	RD	F100	F01	Prep-College & Student Success	09/01-12/31	Yes			1	25	0
D	74480	RD	F100	F02	Prep-College & Student Success	09/01-12/31	Yes	-	-	1	25	0
	74481	RD	F100	F03	Prep-College & Student Success	09/01-12/31	Yes			1	25	0
	73104	DEVE	F060	T01	Elementary Exposition	Full Term	Yes			3	15	5

ADDING A NEW COURSE OR A NEW SECTION TO THE SCHEDULE:

Addition to Schedule forms are not needed if new courses are added during this part of the schedule preparation (1st Proof).

In order to reduce errors, new courses need to be added into the schedule spreadsheet in course number order (CRS#).

- Core classes, required program classes, and multiple sections of the same class should not be scheduled in the same time slot.
- We will be glad to help you with the selection of class times when rooms are available.
- Follow the approved meeting time patterns listed above when selecting a meeting time.

NOTE: Courses without meeting days and/or times will not be added to the schedule.

DEADLINE: Classes being added to the schedule must appear on the first proof before returning to the Registrar's office by **the deadline listed online under Class Schedule Production Timeline.**

1. Insert a new line following the order of the course number to add the new course. (This has been changed from the old direction of adding new courses at the end of the spreadsheet.)
2. Place a **green A** in the FNC column. **This indicates a new course.**
3. Fill in information for the course using **Green Text**. (It may be easier to highlight and mark the text green after all information has been entered.
 - Leave CRN as shown below **BLANK** (CRNs are generated by Banner each semester; our office will apply the new CRN under this column after creating the class)
 - Follow the directions in the class scheduling policies and instructions
4. Add additional rows under the class for additional information.

FNC	CRN	SUBJ	CRS#	SECT	Title	Start/End	AUD	APRV	ATT	Credits	MAX	W/L	DAYS	BEGIN	END
	34264	WMS	F201	F01	Intro to Women's Studies	01/20-5/12	No			3	20	5	MWF	1300	1400
A		WMS	F351	F01	Gender and Communication	Full Term	Yes			3	5	0	T R	1400	1530
Instructor requires TV/VCR															

34265	WMS	F424	F01	Women in Europe	Full Term	Yes			3	25	5	T R	945	1115
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CHANGING THE INSTRUCTOR OF RECORD:

1. On the same line as the requested course change, insert a **red C**. This indicates a change.
2. Insert a new row immediately below the course being changed (under **red C**)
3. Type in the appropriate instructor's UA ID# (**in RED**) in the **Instructor ID** column and put instructors last name in next column. **Please provide UA ID numbers; otherwise 1st proof will be returned to the department. Social security numbers are not acceptable.**

FNC	CRN	SUBJ	CRS#	SECT	Title	Start/End	AUD	Instructor ID#	Instructor Name
C	72446	ACCT	F261	F02	Accounting Concepts	Full Term	Yes			87654321	Teacher, T
C										12345678	Prof, Peter

CHANGING THE MEETING PATTERN (day, time and/or location):

Review the Academic Course Scheduling Guidelines

1. On the same line as the requested course change, insert a **red C**. This indicates a change.
2. Insert a new row immediately below the course being changed (under **red C**)
3. Indicate your preferred meeting time/location in **RED** in the correct location.
4. Indicate any special equipment needs (audio capable, smart class, etc.) in **RED** under the building/room by adding a row under the class being changed.

FNC	CRN	SUBJ	CRS#	SECT	Title	DAYS	BEGIN	END	BLD	ROOM
C	72723	BIOL	F104X	F01	Natural History of Alaska	T R	1130	1300	BUNN	124
C						MWF	800	900	BUNNAUD	
NOTE:	Change time and location of Lecture only. Lab remains the same											

OTHER CHANGES - to course title, credits, approval codes, cross listings, capacity, notations:

1. On the same line as the requested course change, insert a **red C**. This indicates a change.
2. Insert a new row immediately below the course being changed (under **red C**)
3. Indicate your changes in **RED** in the correct location.

FNC	CRN	SUBJ	CRS#	SECT	Title	Start/End	AUD	APRV	AM	Credits	MAX	W/L
C	73570	GEOG	F203	FE1	World Economic Geography	Full Term	No			3	20	10	
C							Yes	IN			30	5	