

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 Thursday, January 15, 2009.

1. The attached spreadsheet contains all Fairbanks campus courses. All course reference numbers (CRN) should begin with a 7****. Please note that courses with sections FX3, and FS3 are submitted separately to the Scheduling Coordinator at Center of Distance Education.
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 200903.

3. All changes and additions to the Fall 2009 class schedule must be made to this spreadsheet and submitted via email or on disk. 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 with this email. There are important changes you need to be aware of before correcting the Fall Class Schedule.
5. **Do not remove any courses from the proof.** All deletions should be marked out with a **red line** and a **'D'** under Function. (*See Spreadsheet Instructions and Examples*). **Deletions means the course will not be scheduled for the Fall 2009 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 and a Red line across = Delete this course from the schedule (Use Strikethrough option under "Format Cells" then "Font")

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 term.

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 = Tanana Valley Campus Course

See page 46 of the Spring 2009 Class Schedule 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.

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.

Start/End – Dates of Course

"Full Term" indicates courses will meet for the approved dates for the entire full term.

List individual dates ONLY if it is a late starting course (first meeting time is more than 8 days after the published date for the first day of instruction) and/or the course will not meet the full semester.

Audit – Audit

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/>

APP – Approval Code

Please make sure proper approval codes adhere to the 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)

AM - Attendance Method

Contact the scheduling office if you have questions.

WW = Web based course

SS = Self support course

VC = Video Conference

BB = Blackboard

MAX – 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.

W/L – 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.

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.

DAYS – Days of the week class will meet

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

****Final Proofs and printed schedule will have Sa = Saturday and Su = Sunday****

Times – Start 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 page 46 of the Spring 2009 Class Schedule 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.

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. Please fill in TBA if no instructor has been hired or identified for the course.
- 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.

X-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.
- The sponsor department is responsible for coordinating with the non-sponsor department for approval to crosslist/stack and supplying the total course enrollment limit for the courses. Please make sure that you supply all information needed on the form.
- If a course will not be cross-listed the "cross-listing" statement will be removed from the printed schedule. 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.

SPREADSHEET INSTRUCTIONS AND EXAMPLES

DELETING A COURSE OR SECTION FROM THE SCHEDULE:

Indicate the class needs to be removed from the schedule by:

1. Placing a **red line across the course**. This indicates a deletion. Use the Drawing toolbar to create the line and choose the red color as shown below. To apply the line: Click on the entire row. Right click on the row and choose the "Format Cells" option and then to "Font". Click "Strikethrough" under the "Effects options."

2. Use the red line 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 THE 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

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.

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.
- Placing a new class in the time slot and meeting location of class canceled on the same proof will assure you that time and location.
- 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.

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** (www.uaf.edu/reg/faculty) in order to appear in the printed schedule.

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 row under class for special notes and additional information.

NOTE: Use the meeting pattern from a class you are deleting to insure that you will have the desired meeting days, times and location.

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
	Uses meeting time and location from deleted class (WMS F424 F01) Instructor requires TV/VCR														
	34265	WMS	F424	F01	Women in Europe	Full Term	Yes			3	25	5	T R	945	1115

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.**
4. List as **TBA** if the instructor is not known at this time.

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.

NOTE: Use the meeting pattern from a class you are deleting to insure that you will have the desired meeting days, times and location.

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, prerequisites, 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						Full Term	Yes	IN		3	30	5	