

## General Scheduling Guidelines

### **SCHEDULING GUIDELINES:**

1. Departments should confer with colleagues and other departments (when necessary) to present a schedule that has no known conflicts that prevent students from making appropriate progress toward completion of degree requirements.
2. Departments should schedule classes to utilize the entire week (Monday through Friday) with no more than 60% of classes scheduled on Tuesday/Thursday.
3. Departments must use one of the established time blocks.
4. Classes must meet when scheduled. Faculty cannot change the assigned time of class without the approval of the department chair and the Registrar. Doing so creates overlaps in classes and conflicts in room scheduling.
5. First Year Experience (FYE 101 and FYE 102) now has two time blocks and will meet Tuesday/Thursday 11:25 AM-12:50 PM OR Wednesday/Friday 11:30 am-12:55 PM.
6. Honors Program 100/200-level courses will meet Tuesday/Thursday 11:25 AM-12:50 PM.
  - a. Chairs should avoid scheduling any non-Honors courses that first and second-year students will be required to take in the TR 11:25 timeslot designated for lower-level HON courses unless there are multiple sections of the required departmental courses available.
7. All courses must be scheduled within the dates of the term. In certain circumstances and with approval of the registrar, some courses may extend across both summer terms.
8. Please assign instructors as soon as you are able. This will help us when rooms are assigned through Ad Astra.
  - a. When assigning faculty to bimodal, online or hybrid classes, please be sure that they have completed the required training in order to teach that modality.
9. Internship, independent study, teaching assistantship, and departmental honors courses should not be requested through the schedule development process. The registrar's office will manually build these as students are given permission to register for them once registration is available.
10. Special topics umbrella courses (299, 397, 599, 699) should not be added to the schedule; you must add the specific course number that has the designated letter assigned after the number for that topic. If it is a new course that has not been held previously, submit the Special Topics Memo to Curriculum Committee (undergrad) or Graduate Council (grad) and email the registrar's office ([holland@hood.edu](mailto:holland@hood.edu)) with the specific meeting information for the course schedule.
11. Departments should schedule required courses so they are not offered on the same evening/time to allow students to enroll in multiple courses.
12. Double-numbered courses (grad & undergrad) should be offered during the evening hours to accommodate working graduate students.
13. Graduate classes are held in the evening and/or weekends. Graduate classes may meet once or twice a week, over weekends, or in other accelerated formats as long as they meet COMAR standards for required course time.
14. Consider the impact on students with F1 visas of offering too many fully online courses in your program, as they are limited to one online course per spring and fall term (hybrid and bimodal courses are permissible).

### **COMMON HOUR:**

Tuesday/Thursday Common Hour runs from 12:50 pm-2:00 PM. Classes may not be scheduled during this time.

### **ROOMS:**

Every department should indicate information about rooms per the above criteria in Under the Hood. Indicating room information is very important as we use the Ad Astra scheduling database to assign classrooms. If no information is provided, we will assume that your courses can be taught wherever is available on campus.

Please do not schedule multiple classes in the same room that meet on the same days and times when indicating rooms for your department's courses. Otherwise, this generates a massive list of room conflicts

that need to be resolved, so we want to try to prevent this from happening if possible.

A course must be scheduled in a room that can accommodate the class max limit. For example, if the class max limit is set at 15, the course will be scheduled in a room that can accommodate at least 15 students. Not adhering to room maxes is a fire code and safety violation.

Computer lab space is limited. Please really consider whether your course actually needs a computer lab with software required for the course, or if students can use personal computers in a lecture room.

**Please consider the following criteria when indicating room information for your department and enter the needs in Building/Room Preference and/or Notes in Under the Hood:**

- Does your class need to be scheduled in a specific room?
- Does the course need a specific type of room? (ex: computers, regular classroom, seminar/meeting style room)
- Are there accommodations needed by the instructor or students?
- What are the pedagogical needs of your class?
- Does your department prefer a specific building?

**TIME BLOCKS:**

The academic calendar must comply with COMAR contact time requirements. Semesters consist of 14 weeks of instruction plus a final examination period for undergraduate courses. In general, the calculation to determine how long each class session should be is to multiply the number of contact minutes required per credit hour by the number of credits of the class and divide by the total number of class meetings the course will have based on the days of the week the class meets.