

## Scheduling Rules

1. There are 7 zones (listed below). Courses cannot cross between zones.

### Scheduling Zones:

Zone #	Time	Class Hours Percentage Distribution
1	Before 9:00 AM	Combined with zones 6, 7 & asynchronous online: at least 20%
2	9:00-11:00 AM	Up to 20%
3	11:00 AM- 1:00 PM	Up to 20%
4	1:00-3:00 PM	Up to 20%
5	3:00-5:00 PM	Up to 20%
6	5:00-7:00 PM	Combined with zones 1, 7 & asynchronous online: at least 20%
7	After 7:00 PM	Combined with zones 1, 6 & asynchronous online: at least 20%
<b>Asynchronous Online</b>		Combined with zones 1, 6 & 7: at least 20%

2. The following types of classes are exempt from fitting in the above zones:
  - Three hour labs (labs should be scheduled 8:00-10:50AM, 11:00AM-1:50PM, 2:00-4:50PM and 5:00-7:50PM).
  - Clinically based classes or courses located off campus (with approval of the appropriate dean).
  - Graduate Seminars with up to 16 students.
  - Classes placed in zones 6-7. Undergraduate seminars or lectures that meet for more than two hours must be scheduled in zones 6 and 7.
3. All courses start on the hour except for 80-minute classes beginning at 7:30 AM. One hour classes may start on any hour contained in a zone.
4. Up to 20% of a department's scheduled class hours may be scheduled in **each** of zones 2-5 (total 80%). At least 20% must be placed in some combination of zones 1, 6, 7, weekend workshops/seminars, and wholly asynchronous, online classes. Asynchronous online class hours and weekend workshops/webinars will be counted as though they were face-to-face in terms of seat time.
5. Day of the week patterns are MW, WF, MF, TR, MWF. 4 day per week classes can meet in any four day combination.
6. Meeting hours must be distributed across all days of the week with no more than half of a department's meeting hours on Tuesday and Thursday, subject to room availability. Ten percent of meeting hours must be on Friday.
7. MW, MF, and WF 80-minute classes will be given second priority during the room assignment process (added effective Fall 2015).
8. All rules above apply regardless of whether the class is scheduled in a department-owned or an unrestricted classroom. Departmental classrooms (instructional labs) must be made available for limited general purpose instructional use.
9. Standing meetings (ICC, Councils of Chairs, University Senate, etc.) must conform to zones.

10. Once assigned, rooms may not be moved without approval of the appropriate college dean. After early registration begins, the following changes to the published class schedule require dean's approval:
  - addition of new sections
  - cancellation of scheduled sections
  - day/time/classroom changes
  - capacity decreases/increases.
11. Enrollment history or anticipated increases for a particular course will be used by Academic Scheduling to determine classroom size, so enrollment limits should be carefully reviewed and adjusted. Departments should base estimated enrollments on the actual enrollment during the previous corresponding term, with an estimated increase of no more than 15%. In cases where the department projects a greater than 15% increase, justification must be provided in writing to Academic Scheduling.

### Resolving Schedule Conflicts

1. Institutional Research and Planning office built a Scheduling, Planning and Analysis database (SPA), to be populated with class data by academic departments and managed at the college office. This database is used to enter next semester's schedule prior to entering into the campus Student Information System (PeopleSoft). SPA allows to generate weekly schedule reports of the proposed classes, visually demonstrating potential time conflicts which need to be resolved within the department. In case of insolvable conflicts the college dean makes the final determination as to which class must be rescheduled.
2. After the schedule has been finalized, if it becomes clear that major or general education classes need to be moved to better accommodate student enrollment, the deans and Vice Provost in consultation with department chairs, will make adjustments which may result in exceptions to scheduling protocols.

### Protocols and Review for Prescheduling Rooms

The Vice Provost has oversight and approval responsibility for pre-scheduling rooms, in consultation with deans, Department Chairs, the Registrar's Office and, for disabled faculty requests, Human Resources. Applications for prescheduling must be submitted online by the Friday of the 3<sup>rd</sup> week of classes. Eligibility for prescheduling will be reviewed yearly. Criteria are as follows:

1. Access to specialized instructional resources or other physical features (e.g., piano, field sample collections, lab stations).
2. Effect of a class on neighboring classes (e.g., sound levels or other possible sources of distraction).
3. Instructor's need for accommodation due to documented disability.
4. Curricular suitability for placement in the Native American Forum (added effective Fall 2015).

### Resolving Room Disputes

The resolution of disputes between classes and rooms is be the responsibility of the college deans or their designees in consultation with the Vice Provost.

### Other

The original Fall 2013 Course Scheduling Working Group Recommendations can be found at:

<http://pine.humboldt.edu/registrar/facstaff/documents/FinalSchedulingGroupRecommendationsFall2013.pdf>