OVERVIEW OF SCHEDULE PRODUCTION

A new schedule of classes is created by "rolling" the schedule from a previous like-term forward.

The Scheduling Center sends an email requesting departments print their schedule from INB Banner job submission (SZRCSCH).

Departments must return an updated paper copy or an Excel spreadsheet using track changes via email of their schedule to the Scheduling Center by the deadline listed on the Schedule Production Calendar with changes clearly marked. If using SZRCSCH, legal size paper is recommended. Scheduling Center staff export the class schedule from Banner into Resource25 (academic and event scheduling software) then run Schedule25 space algorithm software to place classes without room assignments.

After classrooms are assigned, departments are notified by email to print and review their schedules. During this period, MINOR adjustments can be made to the schedule. Classes without room assignments must be either cancelled or max enrollment adjusted, or moved to a meeting pattern with available space. WebViewer is available for room searches (www.mtsu.edu/webviewer). Departmental staff can edit instructor assignments in INB Banner (SIAASGN) at anytime.

Departments review schedules and submit final changes to the Scheduling Center. The complete class schedule is then published on RaiderNet.

After the deadline, adding new sections, canceling sections and adding or changing instructors will be permitted. No schedule changes involving section number, instructional method, grade type, schedule type, campus code, credit hours, contact hours, meeting pattern (days and/or meet times) may be made after the final change deadline for the term as listed on the schedule production calendar.

Once early registration begins for the term, space changes are by exception only. Exceptions must be approved by the college dean and Dr. Watson Harris, Director, Academic Technology Planning and Projects, Provost’s office. Dr. Harris will review request and forward response to academic department, college dean, and Scheduling Coordinator.
DEPARTMENTAL SCHEDULE BUILDING STAGE
During the initial scheduling period, departments may add, delete, or change course information for the new term on the schedule copy. Complete the following items:

Run SZRCSCCH (Banner job submission report) of all course sections that will be offered for the term; include meeting days and times.

Draw a line through course sections that should be deleted from the schedule.

Pre-assign course sections in your department’s first priority classrooms. Be sure to pre-assign any classes that have special requirements (i.e. technology needs, instructor teaching back-to-back in same room) before standard sections. There is no guarantee that sections without room assignments will be placed in special request rooms.

- Please match maximum enrollment to room capacity to maximize space utilization
- Specify maximum enrollment capacity for the section; maximum enrollment capacity may not exceed room capacity. **Do not leave enrollment capacity at zero for any classes.** This will cause problems with the scheduling software and may prevent the zero capacity class from receiving a room assignment.
- Specific meeting dates if different from the regular term/session (short courses).
- Credit hours; if variable.
- Contact hours; if variable.
- List campus code (off-campus site location); TBR approved sites only.
- Distance Learning Courses (Online; Hybrid; Correspondence; Videoconferencing)
- Complete the Distance Learning Meeting Request Form and submit by deadline to add all distance learning meetings.
- Published classes; specify courses that should not appear online in the schedule of classes. We will remove the self-service indicator in Banner.
- Special Topics and Subtitles
- Memo Notes
- Identify sections to be included in the following programs:
  - D = Distance Learning
  - G = Governor’s School
  - H = Honors
  - I = International Students Only
  - K = Prescribed Course
  - L = Raider Learning Community
  - S = Study Abroad
  - V = Veterans Only
  - N = Generation Next
PRIORITY CLASSROOMS
First priority rooms are standard and restricted classrooms assigned to each department by the Provost’s Office. Second priority assignments must be arranged between departments, college deans and Academic Affairs (Provost's Office).

Standard first priority rooms may be used by the department to pre-assign their courses during the initial scheduling stage. It is recommended departments utilize at least 90 percent of a room’s maximum capacity when assigning spaces. Once the initial scheduling stage has ended and the departments have submitted their schedules to the Scheduling Center, priority access is no longer given to these rooms.

Priority rooms not scheduled during the initial scheduling period will be used by the Schedule25 space algorithm software to place classes that were not able to be pre-assigned. Departments are encouraged to share unused priority space with other departments within their own college before the schedule build submission deadline. Send an email to the Scheduling Center listing these shared spaces.

Standard classrooms are open for use by any department on campus after priority scheduling. Restricted classrooms are rooms used only by the department with first priority access and require department permission to be scheduled by another department. Please provide the Scheduling Center with written documentation for use of another department’s restricted or priority space.

NON-STANDARD MEETING TIMES - IMPORTANT
Departments are encouraged to offer courses across all standard meeting times, not just between the prime hours of 9:00 a.m. to 2:00 p.m. Adherence to the standard meeting time periods provides final examination scheduling without time conflicts. The Scheduling Center will be removing all non-standard times that do not have approval. When your schedule is returned for data entry, the Scheduling Center staff will not add any courses that begin on a non-standard time. In fact, non-standard times will be removed if we do not have a copy of the approval email.

Requests for non-standard meeting times must be submitted to and approved by the college dean and Dr. Watson Harris, Director, Academic Technology Planning and Projects, Provost’s office. Dr. Harris will review request and forward response to academic department, college dean, and Scheduling Specialist. Non-standard time approvals are for the specified effective term(s) only.

CLASS MEETING START DATES
The first class meeting of a course should be scheduled to coincide with the first week of the semester (part of term in a summer term). This requirement may be satisfied by having a brief meeting with students enrolled in the course either in person or online during the first week of the semester (part of term in a summer term). Prior to the first class meeting, faculty should communicate the schedule of class meetings and, if possible, the syllabus. The class meeting
dates and other expectations can be listed with the course information in the online course schedule.

Departments with weekend courses may need to coordinate more closely to eliminate any conflicting class meeting times for those students wishing to take more than one weekend course.

To obtain an exception from the required standard class meeting start date, the department must email a request to the appropriate dean. If approved by the dean, the request is sent to the Dr. Watson Harris, Director, Academic Technology Planning and Projects, Provost’s office for approval. The request should include the term(s), room assignment, course number and section, proposed meeting schedule (days and hours), and reason for exception. Dr. Harris will consider the type of course and the effect on students in determining approval. Dr. Harris will forward a response to the academic department, college dean, and Scheduling Specialist.

ADDITIONAL SPACE SCHEDULING RESPONSIBILITIES

Departments coordinate use of master classrooms, computer classrooms, and share space as needed with other departments while building the schedule.

Departments notify the Scheduling Specialist of instructors with equipment needs. It is important that this information is communicated to the Scheduling Specialist during the initial scheduling stage. There is no guarantee that all requests will be satisfied.

Expected enrollment on each course section should fall within room capacity to ensure that fire code standards are not exceeded. Consider other sections meeting in the same room (undergraduate/graduate and cross-listed courses) when building the schedule.
As with any space request, for optional meetings, room capacity must be greater than or equal to expected enrollment to reserve space for a meeting.

PRE-REQUISITES AND REGISTRATION CONTROLS

Course pre-requisites, co-requisites, registration controls, and candidacy requirements should be reviewed by every department each term. A departmental staff member should run the Banner job submission reports to check prerequisites, registration restrictions, candidacy, and corequisites:

- SZRCATQ – prerequisites and restrictions at the catalog level
- SZRPREQ – prerequisites and restrictions at the section level including DP (department permission)
- SZRCORQ – corequisites at the section level for a specific term

It is the responsibility of the department to notify the Scheduling Center of permanent (catalog-level) changes to pre-requisites, co-requisites, candidacy requirements and registration controls. Departments must also identify courses requiring permission of department. The Scheduling Center will code courses accordingly and add a memo note visible on RaiderNet.
Permanent pre-requisites, co-requisites, candidacy requirements and registration control changes must be submitted to the Scheduling Center by the designated deadline for the term, or they will not be applied until the following term.

Text (memo) notes are updated by term and are applied at the section-level only.

When a new term is rolled, the permanent (catalog-level) course pre-requisites, co-requisites, registration controls, and candidacy requirements will populate all new sections.

Changes to pre-requisites, co-requisites, registration controls, candidacy requirements, and memo notes may be made at the section level each term, until the final change submission deadline.

ZERO ENROLLMENT CAPACITY ON ACTIVE COURSES

Departments may not reduce the enrollment capacity to zero on active classes. Requests for allowance to reduce active course enrollment capacities to zero must be submitted to and approved by the college dean and Dr. Watson Harris, Director, Academic Technology Planning and Projects, Provost’s office. Dr. Harris will review request and forward response to academic department, college dean, and Scheduling Specialist.

CANCELLING AND REOPENING SECTIONS

The department should remove instructors from courses before contacting the Scheduling Center to process cancellations. In order to cancel or reopen sections, visit the Registrar’s Office (Records and Scheduling) website and complete the space request form (located at http://www.mtsu.edu/records/space.shtml).

If enrollment exists in a cancelled section, it is the responsibility of the department to notify the students enrolled of the cancellation.

Re-opened courses may need to be rescheduled in an alternate location. There is no guarantee that the originally assigned room will still be available.

WORKSHOPS AND COURSES WITH SPECIAL DATES

Departments must notify the Scheduling Center and University College of any workshops to be offered during the term. Include specific workshop dates and workshop titles on the schedule draft and in email correspondence. Workshops and courses with meeting dates different from the regular summer parts of term must begin and end within the same part of term. The course must also have the first meeting whether in person or online during the first week of the part of term.

FINAL EXAMS

Final exam days and times are determined by standard meeting patterns; they are not individually scheduled in Banner or posted on the WebViewer. Refer to the Final Exam Schedule in the Registration Guide and on the Registrar’s Office (Records and Scheduling)
website (located at http://www.mtsu.edu/records/scalendars.shtml) for the published final exam times for each term. Classes approved to meet on a non-standard time should administer the final during the scheduled final exam time of the closest standard time. The department and instructor for non-standard meeting time classes are responsible for scheduling a final exam that will not conflict with another exam.