

SCHEDULE PRODUCTION GUIDELINES

Update: 10/31/22

OVERVIEW OF SCHEDULE PRODUCTION

A new schedule of classes is created by "rolling" the schedule from a previous like-term forward. Scheduling will send an email with their schedule in Excel and a copy of the schedule from Banner (SZRCSCCH). Instructions on completing changes and a schedule production timeline are included in this email.

Departments must return an updated Excel spreadsheet using the track changes feature or by highlighting changes via email of their schedule to Scheduling by the deadline listed on the Schedule Production Calendar with changes clearly marked. Scheduling staff export the class schedule from Banner into 25Live (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 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. 25Live is available for room searches (www.mtsu.edu/25Live). Departmental staff can edit instructor assignments in INB Banner (SIAASGN) at any time and adjust enrollment through Work Flow.

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

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 department chair and the Associate Registrar. The Associate Registrar will review the request and forward a response to the academic department and scheduler.

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:

Review the EXCEL spreadsheet of all course sections that will be offered for the term; including meeting days and times. Draw a line through course sections that should be deleted from the schedule. Make the appropriate updates using the Excel file and return it in the same format as you received it.

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 the 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. Per university standards, the course capacity should not fall below 67% of the assigned room's maximum capacity.
- 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.**
- 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); THEC approved sites only.
- Distance Learning Courses (Online; Synchronous; Blended)
- Complete the Distance Learning Meeting Request Form and submit by the deadline to add all distance learning meetings.
- Special Topics and Subtitles
- Memo Notes
- Identify sections to be included in the following programs:
 - B = Blended Course
 - D = Distance Learning
 - DB = Blended Distance Learning
 - DW/W = Winter Session
 - G = Governor's School
 - H = Honors
 - I = International Students
 - J = Dual Enrollment
 - K = Prescribed Course
 - L = Raider Learning Community
 - P = Applied Leadership Program
 - S = Study Abroad
 - V = Veterans Only

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 Scheduling, priority access is no longer given to these rooms after the scheduler runs.

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 Scheduling, 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 Scheduling with written documentation for the 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. Scheduling will be removing all non-standard times that do not have approval. When your schedule is returned for data entry, Scheduling 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 department chair, college dean, and the Associate Registrar. The Associate Registrar will review the request and forward a response to the academic department, college dean, and scheduler. Non-standard time approvals are for the specified effective term(s) only. See the Institutional Space Use Procedures for details.

CLASS MEETING START DATES (For Weekend, Accelerated 2, and Short Courses)

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 Associate Registrar. The Associate Registrar will review the request and forward a response to the academic department, college dean, and scheduler. The request should include the term(s), room assignment, course number and section, proposed meeting schedule (days and hours), and reason for the exception. Scheduling will consider the type of course and the effect on students and scheduling in determining approval.

ADDITIONAL SPACE SCHEDULING RESPONSIBILITIES

Departments coordinate the use of computer classrooms and shared space as needed with other departments while building the schedule. Departments notify their scheduler of instructors with equipment needs. It is important that this information is communicated to the scheduler 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, including the use of the same room for A1/A2 and Blended courses meeting on the same meeting pattern. 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.

PREREQUISITES AND REGISTRATION CONTROLS

Course prerequisites, corequisites, 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 submit changes to prerequisites, corequisites, candidacy requirements, and registration controls by the annual February 1 deadline. All changes are put into effect for the following summer term with the new course catalog. Departments must also identify courses requiring permission of department. Scheduling will code courses accordingly and add a memo note visible on PipelineMT.

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 prerequisites, corequisites, registration controls, and candidacy requirements will populate all new sections.

Guide to using prerequisites, restrictions, corequisites, and permission of department:

Prerequisites and Restrictions

- Restricts student access to a particular course based on meeting listed requirements.
- Prerequisites and restrictions are placed at the Banner catalog level to apply to all course sections, but when necessary, may be applied at the section level on individual course offerings (example: Honors prerequisite on Honors-level courses).
- Changes are submitted in Curriculog no later than the deadline listed at <http://mtsu.edu/resources/staff/classschedule-production.php>. This date is always the deadline for the Curriculum meeting in January. Changes to prerequisites, restrictions and corequisites can only be made effective in the Summer term in order to match the Course Catalog.
- Changes sent after the deadline will be applied to the following summer semester.
- Prescribed course requirements cannot be applied to 3000/4000 level courses.
- Prerequisites and restrictions cannot be changed after priority registration starts.
- The course description, the paragraph found in the online catalog, does not restrict students from registering. The Banner prerequisites found in Banner or Pipeline is what restricts students from registering

Corequisites

- Requires the student to register for two (or more) courses simultaneously. Corequisites are created at the Banner catalog level. (A common example is a science lecture class and an associated laboratory class)
- Corequisite courses can be paired together individually or have multiple sections paired to a single section, but all courses must have a corequisite pairing.
 - Corequisites can be set up as one to one. One specific section to another specific section. Example If you take BIOL 1030 H01 you must enroll in BIOL 1031 H01
 - Corequisites can be set up as one to multiple. One specific course with the option to choose from two or more sections. Example: If you take HLTH 1530-001 you must enroll in one of the following HLTH 1531-001, HLTH 1531-002 or HLTH 1531-003.
 - Corequisites can be set up as multiple to multiple. Any section of the first corequisites with any section of the second corequisite. Example: If you enroll in any section of BIOL 1030 you must enroll in any section of BIOL 1031.
- Corequisites cannot be built at the section level except for:
 - Courses in the Raider Learning Community program
 - The HIST 2020/READ 1000 prescribed class pairing

Permission of Department

- A course with the unique need to restrict student access that cannot be satisfied by adding a prerequisite, restriction, or corequisite will need to be assigned permission of department (commonly called a POD).
- All prerequisites and restrictions are removed for courses listed as permission of department. - All students must be given a SPEC override on SFASRPO if approved by the designated department representative.
- Permission of department cannot be changed once priority registration starts.
- This rolls with the sections, and if it should be removed, please note this change on the initial schedule.
- If a course is set up with Permission of Department a PREQ permit should not need to be entered.

Approvals to Change Prerequisites

All changes to prerequisites and restrictions must be submitted in Curriculog for approval before the deadline to submit changes to the Curriculum Committee in January. This date can be found on the Provost's Website. <https://www.mtsu.edu/ucc/index.php>. Each college requires the Chair of the Department and the Dean's approval before prerequisites and restrictions before it can be approved by the Vice Provost. Each college has a different approval process. If you are unsure of your college's approval process, please contact your Dean's Office. Once approved by the Vice Provost, the change will be updated in Banner and the Course Catalog.

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 Associate Registrar. The Associate Registrar will review the request and forward a response to the academic department and scheduler. Course enrollment should be set no less than the minimum enrollment for a course to make.

CANCELLING AND REOPENING SECTIONS

The department should remove instructors from courses before contacting Scheduling to process cancellations. In order to cancel or reopen sections, please email your department Scheduler with the request. It is important to include all information when reopening a section (enrollment, instructor, space, Department Permission, etc.)

If enrollment exists on a course that is being cancelled, it is the responsibility of the department to notify the students enrolled of the cancellation. Students are notified only that an instructor has been removed, not that the course has been canceled.

Reopened 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 Scheduling 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 25Live. Refer to the Final Exam Schedule in the Registration Guide and on the MT One Stop's website (located at <http://mtsu.edu/registration/registration-guide.php>) 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.

Event requests for final exam weeks must be approved by the Associate Registrar and may not interfere with any time a final exam may potentially be held. In general, nothing can be scheduled during the final exam week. Final exams can also not be administered on Study Day, and no events will be scheduled that day as it is intended to be held for students to prepare for finals.