

Class Scheduling Reference Guide

Fall 2015

The Fall 2015 schedule will not be rolled to Banner as in previous semesters. Each section will be newly built out based on the information submitted by the departments and/or Colleges. Included with these guidelines is an Excel spreadsheet from the previous Fall semester. It is provided as a guide to help you determine what courses your department may choose to offer for the upcoming Fall term. In order to build your schedule, please use the attached spreadsheet titled *Schedule Template*. This spreadsheet is laid out in the proper format for our scheduling software. To ensure that we accurately transcribe the schedule according to the department's specifications, we ask that you make no changes to the format provided and enter data according to the layout. Thank you in advance for your cooperation in this very important process.

Add Your Schedule

Below is a brief description of what information should be entered in each field.

Subject	ACC, BYS, HPE, etc.	
Course #	101, 201, etc.	
Section	01, 02, etc. Please ensure that these numbers are in succession.	
Crosslisted with	Please list all courses that are cross-listed with this course. This is crucial when trying to identify a room large enough to accommodate all possible registered students. This will also prevent the same course being scheduled in two different classrooms.	
Schedule Type	Please indicate whether or not the class is a lab (LAB), Lecture (LEC), etc.	
Instructional Method	<p>TRAD: Traditional. Class meets face-to-face the majority of the time.</p> <p>HYBD: Hybrid. Class meets face-to-face some or most of the time, 50-99% done online.</p> <p>ONLN: Online: Class does not meet face-to-face. 100% online or Distance Education</p>	
Session	Honors (H) Women's Study (W)	Online course (O); Hybrid (Y) Distance Learning (D)
Special Approvals	Instructor, Department, etc. Keep in mind if this restriction is assigned to a class, the approval will have to be entered for every student attempting to register for the course.	
Part of Term	1-Full term SP1 - 1 st 7 wk (NUR) SP3 - 6 wk (HPE only) SP5 - 2 nd 10 wk (HPE ONLY) SP7 - 5 wk EDUC 2	D -Distance Learning SP2 - 2 nd 7 wk (NUR) SP4 - 1 st 10 wk (HPE) SP6 - 5 wk EDUC 1 SP8 - 5 wk EDUC 3
Credit Hours	If a course has variable credit hours, please indicate how many credit hours the course will carry for the current semester. Example: 1-3 or 3-9	
Gradable	Certain classes, such as zero credit, are not gradable.	



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Seats	Maximum number of students allowed in section. Please be as accurate as possible when setting the max amount of seating. Inaccurate estimates can cause some significant problems that we would like to avoid whenever possible: <ol style="list-style-type: none">1. The bookstore orders the books for each class based on these estimates. If the numbers are not accurate, books may or not be available for students to purchase.2. Classrooms are assigned based on seating capacity and resources needed to instruct the class. If the number of seats significantly increases after the initial scheduling process, it may be necessary to assign a different room to accommodate the size increase.
Days	MWF, MW, TR, etc.
Begin Time	Refer to the approved class periods listed below for available time periods. This helps ensure that all academic space is being used efficiently.
End Time	Refer to the approved class periods listed below for available time periods. This helps ensure that all academic space is being used efficiently.
Bldg	Preferred building of instruction.
Room	Preferred room.
Alternate Bldg	If first choice is not available, what is the best second option?
Alternate Room	If first choice is not available, what is the best second option?
Instructor	Last Name, First Name
Instructor A#	List the A# for the instructor.
Comments/additional requests	List any additional needs for the course here. For example, if a class requires lab time in the Library in addition to the currently assigned classroom, enter the request here. If you need a room with enhanced classroom technology (panopto), please note that here.

Submit Your Schedule

Once the schedule has been completed, please attach to an email and send to academicscheduling@uah.edu. **The deadline for having the schedule submitted is February 11, 2015.**

After February 11, all schedule changes, updates, and/or additions must be submitted via the Schedule Adjustment Form (Google Form). If you have misplaced the link, I will gladly send it to you. This will ensure that we do not overlook any of your requested changes, and also allows us to keep track of the changes in once convenient place.

Schedule Posting

The schedule of classes will be posted to the web on March 6. Students will begin registration for the **Spring on April 7.** It is very important for the schedule to be as accurate as possible when it is published. Changes are inevitable, but students will begin planning for the upcoming semester months before registration even begins. Your department or College's early determination of course offerings will aid our students in setting schedules that best meet their academic goals and personal obligations. This will



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ultimately lead to better progress toward degree completion and improved graduation rates. Thank you in advance for doing all that you can to assist our students.

APPROVED CLASS PERIODS FOR SCHEDULING

Fall & Spring Semesters	MWF - 55 Minutes		MW - 80 Minutes		TR - 80 Minutes	
	Start Time	End Time	Start Time	End Time	Start Time	End Time
	8:00 AM	8:55 AM			8:00 AM	9:20 AM
	9:10 AM	10:05 AM			9:35 AM	10:55 AM
	10:20 AM	11:15 AM			11:10 AM	12:30 PM
	11:30 AM	12:25 PM				
	12:45 PM	1:40 PM	12:45 PM	2:05 PM	12:45 PM	2:05 PM
	2:20 PM	3:15 PM	2:20 PM	3:40 PM	2:20 PM	3:40 PM
	3:55 PM	4:50 PM	3:55 PM	5:15 PM	3:55 PM	5:15 PM
			5:30 PM	6:50 PM	5:30 PM	6:50 PM
		7:05 PM	8:25 PM	7:05 PM	8:25 PM	

Summer Terms	Ten Week Classes				Five Week Classes			
	MW and TR		MWF		MTWRF		MTWR	
	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
	8:00 AM	10:00 AM	8:00 AM	9:25 AM	8:00 AM	9:40 AM	8:00 AM	10:00 AM
	10:15 AM	12:15 PM	9:40 AM	11:05 AM	10:15 AM	11:55 AM	10:15 AM	12:15 PM
	12:30 PM	2:30 PM	11:20 AM	12:45 PM	12:30 PM	2:10 PM	12:30 PM	2:30 PM
	2:45 PM	4:45 PM					2:45 PM	4:45 PM
	5:00 PM	7:00 PM					5:00 PM	7:00 PM
7:15 PM	9:15 PM	7:15 PM					9:15 PM	

DAY ABBREVIATIONS

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