

Class Scheduling Reference Guide Fall 2017

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	ABR (Study Abroad)	CLN (Clinical)	CO (Cooperative Education)	DIS (Dissertation)
	ENS (Ensembles)	INT (Internship/Practicum)	LAB (Laboratory)	LCP (Lecture/Practicum)
	LEC (Lecture)	(RCT) Recitation	RES (Research)	SPT (Special Topics)
	STU (Studio)	THE (Thesis)	VAL (Validation)	
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)		Online course (O); Hybrid (Y)	
	Women & Gender Study (W)			
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. (AD, DP, IN, SP)			
Part of Term	1-Full term		D-Online	
	SP1 - 1 st 7 wk (NUR)		SP2 - 2 nd 7 wk (NUR)	
	SP3 - 6 wk (HPE only)		SP4 - 1 st 10 wk (HPE)	
	SP5 - 2 nd 10 wk (HPE ONLY)		SP6 - 5 wk EDUC 1	
	SP7 - 5 wk EDUC 2		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 labs, are not gradable.			
Seats	<p>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:</p> <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. All classes must start at the beginning of an approved class period.
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.

Schedule Deadlines

Submit to academicscheduling@uah.edu	January 20, 2017
Academic Schedule Adjustment form opens	January 30, 2017
Schedule posts to web	January 30, 2017
Students begin registration	February 27, 2017

*Dates subject to change

APPROVED CLASS PERIODS FOR SCHEDULING

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

DAY ABBREVIATIONS

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

ONE DAY PER WEEK OPTIONS

Flexible start times at the colleges' discretion

FRIDAY: 9:00-11:40AM
 12:00-2:40PM
 3:00-5:40PM