



# Course Scheduling Handbook for Departments

## PURPOSE

To provide access to information and best practices that support departmental course scheduling procedures at Southern Connecticut State University.

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## RATIONALE

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Southern Connecticut State University, in the interest of ensuring course scheduling predictability for our students and faculty, moved to publishing a year-round schedule in 2018. This initiative was guided by research from the Education Advisory Board (EAB) and supported internally by the provost's office, the academic deans, faculty leadership, and the division of enrollment management.

Year-round schedules afford students the opportunity to intentionally plan their future schedules in order to balance their academic, professional, and personal lives. The majority of our undergraduate and graduate students at Southern work at least part-time and their schedules often change from semester-to-semester. Additionally, a year-round schedule will allow departments the ability to predict the need for adjunct faculty members, draft yearly contracts for them, and grant these critical faculty members the time needed to formalize their own planning.

The following guidelines have been established for the academic community in an attempt to meet student needs, provide access to historical data and predictive analytics to assist with the creation of a balanced course schedule and reduce bottlenecks, and to ensure equitably distributed classroom space. All submitted schedules must comply with the AAUP contract and meet national accreditation guidelines. Under the auspices of the University Provost, these guidelines will be enforced by the Academic Deans in conjunction with the Scheduling Officer.

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## CALENDARS

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The production calendar outlines the workflow regarding publication and subsequent edits to the full year-schedule.

Full-Year Production Schedule	Summer/Fall 2020 & Winter/Spring 2021
Memo to Departments to call for classes (All terms)	Monday, October 14, 2019
<b>Original Department Submission Due (All terms)</b>	<b>Friday, November 22, 2019</b>
Dean's Approval (All terms)	Friday, December 13, 2019
Draft Schedule to Departments (All terms)	Wednesday, January 22, 2020
<b>Call for Edits from Departments (All terms)</b>	<b>Friday, February 7, 2020</b>
<b>Final Schedule Review Week (Summer/Fall 2020)</b>	<b>Tuesday and Thursday, February 25 and 27, 2020</b>
<b>Full-Year Schedule Viewable Online (All terms)</b>	<b>Tuesday, March 3, 2020</b>
Registration Opens (Summer 2020)	Friday, March 20, 2020
Registration Opens (Fall 2020)	Monday, April 6, 2020
Cancellation Deadline (Summer 2020)	Monday, May 18, 2020
Cancellation Deadline (Fall 2020)	Thursday, August 13, 2020
Draft Schedule to Departments (Winter/Spring 2021)	Thursday, September 10, 2020
<b>Call for Edits from Departments (Winter/Spring 2021)</b>	<b>Thursday, September 17, 2020</b>
Final Schedule Review (Winter/Spring 2021)	Thursday, September 26, 2020
Registration Opens (Winter/Spring 2021)	Tuesday, November 5, 2020
Cancellation Deadline (Winter 2020-21)	Friday, December 18, 2020
Cancellation Deadline (Spring 2021)	Thursday, January 7, 2020

Note: Key Department submission deadlines are in bold.

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## CALENDARS

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Any successful year-round schedule begins with predicting student demand accurately and early enough to avoid mismatches between course offerings, program demands, and enrollment trends. Rolling over a schedule from a previous academic year no longer produces an accurate picture of demand due to a variety of factors: fluctuations in student enrollment/admissions, higher attrition rates, uneven student progression towards degree, students transitioning between majors, changes in student status from full-time to part-time, and the sheer number of course offerings that fulfill a similar degree or LEP requirement. Department chairs understand this challenge very well and a year-round schedule will allow each program to take a broader view of its course offerings to help students progress towards degree efficiently in spite of these fluctuations.

Summer 2020 Academic Calendar	
Full Term 12 Weeks	May 26 - August 17
Summer A 6 Weeks	May 26 – July 6
Summer A 5 Weeks	May 26 – June 29
Summer B 6 Weeks	July 7 – August 17
Summer B 5 Weeks	July 7 – August 10
Summer B 3 Weeks	July 28 – August 17

Fall 2020 Academic Calendar	
Full Term 16 Weeks	August 26 - December 15
First 8 Weeks	August 26 - October 20
Second 8 Weeks	October 21 - December 15

Winter 2020-21 Academic Calendar	
Full Term 4 Weeks	December 16 – January 12

Spring 2021 Academic Calendar	
Full Term 16 Weeks	January 19 – May 16
First 8 Weeks	January 19 – March 14
Second 8 Weeks	March 22 - May 16

Note: Be mindful of UCF and Grad Council DEADLINES! Be sure to submit UCF or Grad Council paperwork for Special Topics Courses, Minor Course Revisions, and New Courses.

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## CLASSROOM SPACE

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The number of allotted classrooms to departments/programs is based on the number of sections scheduled in general use classrooms for the previous like-semester, barring substantial changes to departmental submissions. The following guidelines are used to make these assignments:

1. In most cases the number of allotted rooms for a department has been calculated by dividing last like- semester's general use classroom needs by twenty-one (21). Departments are expected to schedule classes evenly throughout the week.
2. Programs that offer a large portion of their sections in the evening or offer solely evening classes will be allotted rooms by dividing the number of sections requiring general use classroom space by 9.

Classroom space will be assigned by the following criteria:

- Anticipated Enrollment (limit and historic enrollment)
- Programmatic requirements
- Requests for technology
- Instructor preference (and back-to-back offerings)
- Proximity to department

Please note: The Scheduling Officer will retain the right to move currently scheduled sections in order to maximize facility usage, meet enrollment needs, comply with ADA issues or grant technology requests.

3. **LARGE LECTURE SECTIONS:** Departments can assume that they can offer large lecture sections at the same time and location as the past like-semester. Changes to lecture section times should be done in consultation with the Scheduling Officer to assure that space can be provided.
4. **COMPUTER LABS** are assigned to classes that require students to access computers for instruction. Specific requests for labs should be made when submitting schedules. Some departments by virtue of specific academic programs will be allowed to pre-assign sections to computer labs. Available slots will be scheduled based on requests and availability.
5. **DEPARTMENTAL LAB ROOMS and SEMINAR ROOMS:** Departments retain the right to schedule their lab and seminar space. No outside department will be scheduled in such designated spaces without consultation.
6. Section(s) that cannot be initially scheduled by the department into an allotted classroom and are approved by the dean will be assigned classroom space by the Scheduling Officer. If no space is available, the Scheduling Officer will work with the department chair to modify the time in order to meet room needs

## CLASSROOM SPACE

Schedulers are encouraged to use the grid to help with section distribution and classroom optimization.

Monday	Wednesday	Friday	Subject	Building/Room	
7:10					
8:00			Saturday	Tuesday	Thursday
8:10			8:00	8:10	
9:00				9:25	
9:10				9:35	
10:00					
10:10			10:30		
				10:50	
11:00			11:00	11:00	
11:10					
12:00				12:15	
12:10				12:25	
1:00					
COMMUNITY HOUR 1:00 -2:00			1:30	1:40	
				1:50	
2:00		2:00	2:00		
3:15				3:05	
3:25				3:15	
		4:00			
4:40		4:30	4:30	4:30	
4:50	4:50			4:50	4:50
5:00	5:00			5:00	5:00
6:05	6:05			6:05	6:05
6:15	6:15	6:30		6:15	6:15
7:30	7:30			7:30	7:30
7:40	7:40			7:40	7:40
8:45	8:45			8:45	8:45
9:05	9:05			9:05	9:05
10:10	10:10			10:10	10:10
10:20	10:20			10:20	10:20

Start Times in **RED** print   End Times in **BLACK** print

**CLASSROOM SPACE**

**Fall 2020 Room Distribution**

Department/Program	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6	Room 7	Room 8
ACC (Schools of Business rooms)	*SB rooms	EN B218						
ANT	EN C020	EN C013						
ART (own studios in EA)								
BIO (Labs and Lecture Rooms)	Lecture							
CHE (Labs and Lecture Rooms)	Lecture							
CMD	DA 218							
COM/MDS (split lab w/JRN)	EN A115	EN A117	MO 205	TE8 102	*EN B212	EA 122		
CSC	MO 8	MO 13	MO 113	JE 139A	JE 139B			
CSP (CSP rooms)	DA 211	DA 104	DA 208	DA 220				
CULA (EDU, RDG and SCE)	DA 120	DA 224	DA 226	DA 101	DA 102			
ECO (Schools of Business rooms)	*SB Rooms	TE8 101						
EDL (also EDF)	EN A105	EN A107						
ENG	EN D264	EN D266	TE8 106	*EN B303	*EN B305	*EN B306	*EN B307	
ESC (own rooms)	MO 220	MO 209	MO 213					
FIN (Schools of Business rooms)	*SB Rooms							
GEO/SCE (also ENV, EVE, MAR)	MO 102	MO122	JE 335					
HIS	EN C140	EN B111						
HMS/EXS/SHE	MFH 203	MFH 204	MFH 255	JE 227	EN B208			
HON	at large							
IDS (home dept schedules)	at large							
ILS (primarily online)	at large							
INQ	EN A109	EN B206	EN B220	EN B304				
JRN (split lab w/COM)	MO 14	MO 205						
JST	at large							

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**CLASSROOM SPACE**

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**Fall 2020 Room Distribution**

Department/Program	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6	Room 7	Room 8
LIT (home dept schedules)								
MAT	EN D125	EN B211	EN C134	EN C136	EN B027A	MO 9	BU 007A	
MBA (Schools of Business rooms)	SB 020A	SB 020B	*SB Rooms					
MFT	DA 124							
MGT (Schools of Business rooms)	EN B216	*SB Rooms						
MIS (Schools of Business rooms)	*SB Rooms							
MKT	EN B118	*SB Rooms						
MUS (own rooms)								
NUR (own seminar rooms)	JE 114	JE 227						
PCH (also EDM)	EN C113	MO 10	MO 11	MO 16				
PHI	EN B210	EN B214	TE8 105					
PHY (also EGR; own Labs and Lecture)	Lecture							
PSC	EN C008	EN C234F						
PSY (own labs)	EN A113	EN C115	EN C010	EN D056	EN D031A			
REC (also SMT)	MO 111	MO 120						
SED	DA 122	DA 219	DA 222					
SOC	EN C138	TE8 103						
SWK (Evening - Lang rooms, Daytime - unused Davis rooms)	MO 6	TE8 104	DA 104	EN A105	EN C022			
THR	LY 127	LY 141	LY 39					
WLL (also ARB, FRE, GER, ITA, JPN, LAT and, SPA)	EN C007	EN B125	EN C132	EN C009	EN B308	EN B119	EN A107	
WMS (home department rooms)	TE8 105							

Green = Daytime (start prior to 4:30 pm)

Blue = Evening (start after 4:30 pm)

Red = Computer Lab - shared space

\*SB=School of Business Rooms BU 202, BU 204, BU 207, SB 020A, SB 020B



**CLASSROOM SPACE**

**Spring 2021 Room Distribution**

Department/Program	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6	Room 7	Room 8
ACC (Schools of Business rooms)	*SB rooms	EN B218						
ANT	EN C020	EN C013						
ART (own studios in EA)	EA STUDIOS							
BIO (Labs and Lecture Rooms)	Lecture							
CHE (Labs and Lecture Rooms)	Lecture							
CMD	DA 218							
COM, MDS (split lab w/JRN)	EN A115	EN A117	EA 122	MO 205	*EN B212			
CSC	MO 8	MO 13	MO 113	JE139A	JE 139B			
CSP (CSP meeting rooms)	DA 211	DA 104	DA 202					
CULA (EDU, RDG and SCE)	DA 120	DA 224	DA 226	DA 101				
ECO (Schools of Business rooms)	*SB Rooms	TE8 101						
FIN (Schools of Business rooms)	*SB Rooms	BU 202						
EDL (also EDF)	EN A105	EN A107						
EGMS (GEO, ENV, EVE, MAR)	MO 102	JE 335						
ENG	EN D264	EN D266	*EN A109	*EN B303	*EN B305	*EN B306	*EN B307	TE8 106
ESC (own rooms)	MO 220	MO 209	MO 213					
HIS	EN C140	EN B111						
HON	EN B220							
HMS (SHE, EXS, RSP)	MFH 203	MFH 204	MFH 255	JE 227	MO 16			
IDS (home dept schedules)								
ILS (primarily online)	at large							
INQ	at large							
JRN (split lab w/COM)	MO 14	MO 205						
JST	at large							

## CLASSROOM SPACE

### Spring 2021 Room Distribution

Department/Program	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6	Room 7	Room 8
LIT (home dept schedules)								
MAT	EN D125	EN B118	EN B211	EN C134	EN C136	MO 9	BU 007B	
MBA (Schools of Business rooms)	SB 020A	SB 020B	*SB Rooms					
MFT (own lab rooms)	DA 124							
MGT (Schools of Business rooms)	EN B216	*SB Rooms						
MIS (Schools of Business rooms)	BU 205	*SB Rooms						
MKT	EN B206	*SB Rooms						
MUS (own rooms)			COM					
NUR (own seminar rooms)	JE 114	JE 127						
PCH (also EDM)	EN C113	MO 10	MO 11	MO 120				
PHI	EN B210	EN B214	EN B304					
PHY (also EGR; Labs and Lecture)	Lecture							
PSC	EN C008	EN C234F						
PSY (own labs)	EN B208	EN C115	EN D056	EN C010	EN D031A			
REC (also SMT)	MO 111	EN B220						
SED	DA 122	DA 219	DA 222	DA 102				
SOC	EN C138							
SWK (Lang rooms)	MO 6	EN C022	TE8 104	various DA				
THR	LY 127	LY 141	LY 39					
WLL (also ARB, FRE, GER, ITA, JPN, LAT and, SPA)	EN C007	EN B125	EN C132	EN C009	EN B308	EN B119	EN A107	
WMS (home department rooms)	at large							

Green = Daytime (start prior to 4:30 pm)

Blue = Evening (start after 4:30 pm)

Red = Computer Lab - shared space

\*SB=School of Business Rooms BU 202, BU 204, BU 207, SB 020A, SB 020B

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## TIMESLOTS

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The Federal Definition and NECHE Commission Review of the Credit Hour defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than – (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

At Southern Connecticut State University, the college year is divided into two semesters, each approximately 16 weeks long. Most courses carry three units (or semester hours) of credit, and meet for either three 50-minute periods or two 75-minute periods per week. Some laboratory courses follow a different schedule and may carry more or less credit. Students are expected to spend a minimum of two hours weekly on out-of-class preparation for each credit hour they carry. Here are a few examples of minimum schedule requirements:

- On ground courses requires 12.5 contact hours per credit, 3-credit courses require 37.5 contact hours
  - 3 credit courses require 37.5 contact hours
  - 4 credit courses require 50.0 contact hours
- Minimum contact time is obtained by dividing contact hours by weeks in the term
  - 3 credit courses require 37.5 contact hours divided by 8-week term = minimum 4h45m per week
  - 4 credit courses require 50.0 contact hours divided by 16-week term = minimum 3h10m per week

CONTACT HOURS/HOLIDAYS: Sections scheduled to meet less than the minimum 12.5 contact hours per credit over the course of the semester due to holidays must outline on the syllabus supplemental academic instruction or participation (i.e. virtual learning environment, special project, etc.) for at least an equivalent amount of work as represented in the definition of credit hour. Further, all courses must meet during the first and last week of the term they are scheduled, or include academic participation through a virtual learning environment to ensure that proper attendance verification can be completed and to comply with federal financial aid and Veteran Affairs regulations.

HYBRID OPTION: Departments may opt to run courses on a hybrid schedule delivered partially on ground and partially online. This can provide greater flexibility for students and faculty, while ensuring the appropriate amount contact time to cover course content by making use of either an abbreviated timeslot or alternating sessions within the standards outlined above. Here are a couple examples below:

- Alternating Sessions: On ground Monday's 5:00-7:30 and 7:40-10:10pm (2 courses, 2 timeslots) OR Hybrid Monday's 6:15-8:45pm (2 courses, 1 timeslot) each course meets every other Monday on ground
- Abbreviated Timeslot: On ground Monday's 5:00-7:30 and 7:40-10:10pm (2 courses, 2 timeslots) OR Hybrid Monday's 5:30-7:30pm and 7:40-9:40pm (2 courses, 2 timeslots) each course meets every Monday on ground OR Hybrid Monday's 6:15-7:30pm and 7:40-8:55pm (2 courses, 2 timeslots) each course meets every Monday on ground

Note: Online instruction, assignments, and participation requirements must be clearly outlined on the course syllabus for at least an equivalent amount of work as represented in the definition of credit hour.

SINGLE DAY SESSIONS: 2.5 hour classes MUST be scheduled in a manner that maximizes classroom space and student options. Courses that meet only one day per week should be considered only out of necessity for a program cohort or due to the specialized nature of the course.

**TIMESLOTS**

Departments shall schedule classes in designated rooms using Standard Time-slots. Any exception will require express approval from the appropriate academic Dean. Unused timeslots will go back into the general pool after the initial schedules have been submitted to the Scheduling Officer to schedule at-large classes.

Fall and Spring Standard Times		
Day Division		
MWF		TR
7:10-8:25am (MW)		-
7:10-8:00am		
8:10-9:00am		8:10-9:25am
9:10-10:00am		9:35-10:50am
10:10-11:00am		
11:10-12:00pm		11:00-12:15pm
12:10-1:00pm		12:25-1:40pm
1:00-2:00pm (Community Hour)		
2:00-3:15pm (MW)		1:50-3:05pm
2:00-4:30pm (F)		3:25-4:40pm
3:25-4:40pm (MW)		
Evening Division		
M, T, W or R	M, T, W or R	MW or TR
5:00-7:30pm		4:50-6:05pm
	6:15-8:45pm	6:15-7:30pm
7:40-10:10pm		7:40-8:55pm
		9:00-10:15pm

Winter Standard Times		
4 Week Term		<i>All schedules exclude the following: 12/24, 12/25, 12/31, 1/1</i>
MTWRF 8:00 – 10:25 am 11:00 am – 1:25 pm 2:00 pm – 4:25 pm 6:00 pm – 8:25 pm	MTWR 8:00 – 10:45 am 11:00 – 1:45 pm 2:00 – 4:45 pm 6:00 – 8:45 pm	MWF or TWR 8:00 – 11:45 am 2:00 – 5:45 pm 6:00 – 9:45 pm

## TIMESLOTS

Summer Standard Times		
<b>12 Week Term</b>		
MWF 8:00 – 9:05 am	MW or TR 8:00 – 9:35 am	Any Day 8:00 – 11:10 am
MWF 9:20 – 10:25 am	MW or TR 10:45 – 12:20 pm	Any Day 1:30 – 4:40 pm
MWF 10:45 – 11:50 am	MW or TR 2:00 – 3:35 pm	Any Day 6:00 – 9:10 pm
MWF 2:00 – 3:05 pm	MW or TR 4:00 – 5:35 pm	
MWF 4:00 – 5:05 pm	MW or TR 6:00 – 7:35 pm	
MWF or TWR 6:00 – 7:05 pm	MW or TR 7:45 – 9:20 pm	
MWF or TWR 7:45 – 8:50 pm		

Summer Standard Times		
<b>6 Week Term</b>		
MWF 8:00 – 10:10 am	MW or TR 8:00 – 11:10 am	Any Day 8:00 – 2:45 pm*
MWF 10:45 – 12:55 pm	MW or TR 1:30 – 4:30 pm	Any Day 3:00 – 9:45 pm*
MWF 3:15 – 5:25 pm	MW or TR 6:00 – 9:10 pm	
MWF or TWR 6:00 – 8:10 pm		<i>*Includes 30 minute lunch</i>

Summer Standard Times		
<b>5 Week Term</b>		
MWF 8:00 – 10:30 am	MW or TR 8:00 – 11:45 am	Any Day 8:00 – 4:00 pm*
MWF 10:45 – 1:15 pm	MW or TR 1:30 – 5:15 pm	Any Day 1:30 – 9:30 pm*
MWF 3:15 – 5:45 pm	MW or TR 6:00 – 9:45 pm	
MWF or TWR 6:00 – 8:30 pm		<i>*Includes 30 minutes dinner break</i>

Summer Standard Times		
<b>3 Week Term</b>		
MWF 8:00 – 12:10 pm	MW or TR 8:00 – 2:55 pm*	
MWF 1:30 – 5:30 pm	MW or TR 1:30 – 9:25 pm*	
MWF 6:00 – 10:10 pm		<i>*Includes 30 minute lunch/dinner</i>

## SCHEDULE SUBMISSION

### Original Schedule

Please submit the [Original Schedule Spreadsheet](#) to your Dean and the Scheduling Officer by the November deadline. This is the primary document for communicating all course submissions.

SUB	CRSE	SEC	Day(s)/Time	Bldg/Rm	Instructor (Last,First)	Part of Term	Perm.	Limit	Wait List Seats	Lab Fee	Set Variable Credits	Special Info
ENG	317	80W	M 5:00-7:30 pm	EN D264	Presley, Elvis	1	DA	22	22			Hybrid Course; meets 2/6, 2/20, 3/6, 3/27

**SEC =**                    Enter Section Number:  
 Number courses in succession e.g.: 01, 02, 03.  
 Online courses should be numbered as follows: S70, S71, S72  
 Hybrid Courses should be numbers as follows: 80, 81, 82  
 W Courses: Add a "W" after the section number e.g.: 01W

**Day(s)/Time =**        Enter Standard Times  
 Use the drop down or over-write time for labs or non-standard offerings

**Part of Term =**        Use the drop down to select one of the following codes:  
 1 = Full term  
 F8W = First 8 Weeks  
 S8W Second 8 Weeks

**Perm. =**                Permission (most common)  
 DA = Dept. Advisor  
 DC = Dept. Chair  
 DR = Disability Resources  
 IS = Instructor

**Wait List Limit =** Set the # of wait list seats for each section. If no wait list is desired, please leave blank.

**Lab Fee =**              Indicate *BOR Approved lab* fees for each section that should have a fee associated

**Credits =**              Indicate the SET amount of credits for any VARIABLE credit course; otherwise leave blank

**Special Info =**        Information students need to see when searching for classes (examples)  
 Dual listed w/ENG 317-01  
 Special topics course titles  
 Unusual meeting places  
 Online Course  
 Hybrid Course; on-campus meeting dates

Note: Use drop down menu for commonly used phrases If any field is not applicable, please leave blank.

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## **SCHEDULE SUBMISSION**

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### **Edits to the Schedule**

Department chairs are encouraged to continue reviewing their course schedules and track adjustments required as faculty schedules change, as course demand requires additional sections, or in response to registration and enrollment data from the most recent term.

Once the original schedule has been reviewed, approved, and entered into the Banner system, the Registrar's Office will send out a call for Edit Submissions in January.

### **Final Schedule Review**

Departments will meet directly with the Scheduling Officer during the final schedule review week indicated on the production calendar to review their final schedules and discuss any remaining changes. Departments are encouraged to bring their reports to this meeting to review the data and address any challenges they are facing.

## WAITLISTS

Effective for Spring and Winter 2020 schedules, Southern Connecticut State University now offers an automated course waitlist option through Banner Web Self-Service. To review the Policy and FAQ to answer many common questions please visit the One Stop website: <https://inside.southernct.edu/onestop/academics/registration>.

### Student View

The course schedule will display courses with available waitlist seats as shown below.

Portuguese															
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
C	12550	POR	100	TST	OC	3.000	TEST	TBA		1	1	0	1	0	1

Instructions on how to register and enroll in a course waitlist are embedded throughout the Banner Web Registration process.

## SCSU Web Information Services

Student
Billing/Payments
Financial Aid

RETURN TO MENU   SITE MAP   HELP   EXIT

### Add/Drop/Withdraw from Classes

Fall 2019  
Oct 07, 2019 11:24 pm

**Register:** To register for classes, add the CRNs below. Be sure to 'SUBMIT CHANGES' to complete the registration.

**New Waitlist:** If a closed course has available waitlist seats, add the CRN below to be added to the Waitlist. You will receive a 'Registration Add Error' indicating the course is closed, select Action 'Waitlist', and be sure to 'SUBMIT CHANGES'. You may check your position on the Waitlist on the Student Schedule Detail link below. If a seat opens up, you will be sent an email notifying you of the opportunity to register within 24 hours or the seat will be offered to the next student on the waitlist. For more information go to Waitlist FAQ and Policy.

### Admin View

Go to Banner page SFAWLPR to view a list of students on the waitlist by Term and CRN.

ellucian   Waitlist Priority Management SFAWLPR 9.3.7 (PROD)   ADD   RETRIEVE   RELATED   TOOLS   1

Term: 202040   Spring 2020   CRN: 40021   Subject: ANT   Course: 101   Class Title: Cultural Anthropology   Start Over

▼ WAITLIST PRIORITY MANAGEMENT   Insert   Delete   Copy




ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin
70011122	Samuel Jones	37	WL	2019-NOV-11 10:28 PM	2.000000000	SYSTEM
70033344	Rebecca Allen	38	WL	2019-NOV-12 9:44 AM	3.000000000	SYSTEM



When a student is emailed a notification of an empty seat, that student's name is dropped from SFAWLPR above and moved to SFIWLNT.

ellucian Waitlist Notification Query SFIWLNT 9.3.7 (PROD)								
Term: 202040 Spring 2020 CRN: 40021 Subject: ANT Course: 101 Class Title: Cultural Anthropology <span style="float: right;">Start Over</span>								
WAITLIST NOTIFICATION QUERY <span style="float: right;">+ Insert - Delete Copy Filter</span>								
ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires
77777777	Harris Barker	36	RE	2019-NOV-13 2:32 PM	1.000000000	Registered	2019-NOV-13	2019-NOV-14 8:09 AM

This form shows you which students have been invited to register for the course and the final result after the 24-hour notification expiration.

-  "Pending" (meaning has been invited but has not yet decided to register or drop the course);
-  "Registered" (meaning was invited to take the course and has registered for it);
-  "Dropped" (meaning was invited to take the course, but dropped the course instead)

### Faculty View

Faculty will have the ability to view the students on the waitlist through the existing Banner Web Faculty Services menu options 'Class List Detail' or 'Class List Summary'.

## SCSU Web Information Services

[Student](#) [Billing/Payments](#) [Financial Aid](#) [Faculty Services](#)

Search



### Faculty Services

- [Term Selection \(Do this first\)](#)
- [Advisor Menu \(Transcripts & Degree Evaluations\)](#)
- [Attendance Reporting](#)
- [Class List Detail](#)
- [Class List Summary](#)



Both class lists will display the enrolled student list by default. Faculty may toggle between the enrolled student list, wait list, and cross list as shown below.

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## CANCELLATIONS

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The following policy was formulated in conjunction with the academic deans and serves to guide our decision-making with respect to class cancellations. All schedule adjustments and class cancellation decisions are made primarily on the basis of the educational needs of students, educational goals of departments and the mission of the university. However, financial considerations will be taken into account in all class cancellation decisions to ensure effective use of state resources.

### **Dean's Discretion**

For all academic sessions, the deans shall consider the unique nature of the discipline, the rotation of courses, timely graduation of students, financial impact, part time ratio and/or other factors when making final decisions on enrollment thresholds and class cancellations.

### **Fall and Spring Semesters**

1. In all cases, minimum enrollment thresholds will be determined and special situations will be identified by the appropriate academic dean in consultation with department chairs.
2. The academic deans will review the enrollments in all courses within their respective schools not later than seven (7) business days prior to the start of classes.
3. In most cases, course cancellations will align with CBA article 4.6.1 – seven (7) business days before the first day of classes. However, deans may choose to cancel under-enrolled classes before the deadline to allow students/ faculty additional time to adjust their schedules.
4. Deans will make every attempt not to delay the cancellation of classes beyond the deadline. Departments with a history of late registration should notify students that under-enrolled classes will be canceled on or before the deadline.
5. Deans will notify affected departments, through the chairs, when a final decision is made regarding the cancellation of a course.

### **Summer and Winter Sessions**

1. In all cases, minimum enrollment thresholds will be determined, and special situations will be identified by the appropriate academic dean in consultation with department chairs.
2. Five (5) days before the start of each session, the appropriate academic dean will review all enrollments within their respective schools.
3. The average enrollment for all classes offered by a department in a given session will be considered by the Dean, in consultation with the department chair, when making cancellation decisions.
4. Deans will notify affected departments, through the chairs, when a final decision is made regarding the cancellation of a course.

*Policy Revised 05.22.15*

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## REPORTS & AVAILABLE DATA


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The following reports are made available to departments with the request for original schedule submission. With the understanding that institutional knowledge is irreplaceable, these projections can serve as a base for determining the appropriate number of sections to initially schedule each term in an effort to meet student demand.

### FIVE YEAR HISTORICAL TREND ANALYSIS

This analysis assesses student demand for courses by comparing enrollments for course offerings in the analysis term to those in the past 5 “like” terms. This provides non-student-specific quantitative trending information from historical demand and projected seats needed.

SUBJ	Course	Title	5 Year Historical Enrollment Trend	Projected Seats Needed
ACC	200	Principles of Financial Accounting	196	182
ACC	202	ACC Spreadsheet Applications	57	52
ACC	210	Managerial Accounting	176	161
ACC	310	Intermediate Accounting I	38	43
ACC	311	Intermediate Accounting II	40	35
ACC	350	Federal Income Taxation	40	44
ACC	351	Advanced Studies in Taxation	28	27
ACC	370	Accounting Information Systems	45	43
ACC	410	Advanced Accounting	47	46
ACC	424	International Accounting	34	35
ACC	450	Accounting Capstone	36	29
ACC	461	Auditing	24	24
ACC	497	Internship	1	2

 *Low vs. High Enrolled Programs and Courses:* Whether a program is low or high enrolled, it is important for Department Chairs to have access to enrollment data on the number of incoming 1st year students and transfer students (with the specific number of credits they bring to SCSU).

Department Chairs will also want to review their internal data on retention rates, stop-outs, and drop-outs for their undergraduate and graduate student populations when considering which courses and the number of sections to offer each semester.

Low enrolled programs have the added challenge of maintaining a regular rotation of coursework annually or bi-annually while simultaneously avoiding course cancellations and over reliance on course substitutions or independent studies to help students progress towards degree.

For small programs, and to avoid running low enrolled courses, departments may wish to consider running courses on a regular rotation schedule instead of every semester and every year. For cognates and elective courses, department chairs with low enrolled programs may wish to collaboratively schedule coursework with departments whose students may be interested in taking advantage of interdisciplinary learning.

## REPORTS & AVAILABLE DATA

### FIVE YEAR HISTORICAL SECTION REPORT

Every active section from the past 5 like terms is listed with detailed course information including day, time, instructor and fill rate. The filterable report can reveal details that may have impacted enrollment, such as days/times offered and delivery mode.

CRN	Subject	Course	Sec	Days Met	Start Time	End Time	Instructor	Bldg	Rm	Limit	Enrolled	FillRate%	Term	MtgType
10129	ACC	200	1	TR	8:10 AM	9:25 AM	Smith	SB	020B	30	6	20%	Fall 2018	LEC
10130	ACC	200	2	TR	11:00 AM	12:15 PM	Smith	SB	020B	30	30	100%	Fall 2018	LEC
10131	ACC	200	3	TR	12:25 PM	1:40 PM	Jones	SB	020B	30	30	100%	Fall 2018	LEC
10132	ACC	200	4	MW	3:25 PM	4:40 PM	Jones	MO	14	35	18	51%	Fall 2018	LEC
10133	ACC	200	5	T	5:00 PM	7:30 PM	Baker	EN	B218	35	26	74%	Fall 2018	LEC
10134	ACC	200	6	MW	9:10 AM	10:25 AM	Baker	SB	020B	30	6	20%	Fall 2018	LEC
10135	ACC	200	7	MW	10:45 AM	12:00 PM	Paker	SB	020B	30	30	100%	Fall 2018	LEC
10136	ACC	200	8	MW	7:35 PM	8:50 PM	Paker	EN	B218	35	3	9%	Fall 2018	LEC
10137	ACC	200	9	TR	9:35 AM	10:50 AM	Mattingly	SB	020B	30	11	37%	Fall 2018	LEC
12168	ACC	200	10	TR	1:50 PM	3:05 PM	Smith	EN	B218	30	4	13%	Fall 2018	LEC
12169	ACC	200	11	W	5:00 PM	7:30 PM	Smith	MO	16	30	18	60%	Fall 2018	LEC
10002	ACC	200	1	TR	8:10 AM	9:25 AM	Jones	SB	020B	30	26	87%	Fall 2017	LEC
11657	ACC	200	2	TR	12:25 PM	1:40 PM	Jones	SB	020B	30	27	90%	Fall 2017	LEC
11658	ACC	200	3	MWF	10:10 AM	11:00 AM	Smith	SB	020B	30	16	53%	Fall 2017	LEC
11659	ACC	200	4	MWF	11:10 AM	12:00 PM	Smith	SB	020B	30	25	83%	Fall 2017	LEC
11660	ACC	200	5	MW	3:25 PM	4:40 PM	Paker	SB	020B	30	29	97%	Fall 2017	LEC
11661	ACC	200	6	TR	11:00 AM	12:15 PM	Paker	SB	020B	30	28	93%	Fall 2017	LEC
11662	ACC	200	7	TR	4:45 PM	6:00 PM	Jones	EN	B218	30	27	90%	Fall 2017	LEC
11663	ACC	200	8	M	6:15 PM	8:45 PM	Jones	EN	B206	30	25	83%	Fall 2017	LEC
10190	ACC	200	1	TR	8:10 AM	9:25 AM	Smith	SB	020A	30	26	87%	Fall 2016	LEC
10191	ACC	200	2	TR	12:25 PM	1:40 PM	Jones	SB	020B	30	27	90%	Fall 2016	LEC
10192	ACC	200	3	MWF	10:10 AM	11:00 AM	Parker	SB	020B	30	28	93%	Fall 2016	LEC
10193	ACC	200	4	MWF	11:10 AM	12:00 PM	Smith	SB	020B	30	29	97%	Fall 2016	LEC
10194	ACC	200	5	MW	3:25 PM	4:40 PM	Jones	SB	020B	30	28	93%	Fall 2016	LEC
10195	ACC	200	6	MW	5:00 PM	6:15 PM	Parker	EN	B118	30	19	63%	Fall 2016	LEC
10196	ACC	200	7	MW	8:15 PM	9:30 PM	Smith	EN	A115	30	10	33%	Fall 2016	LEC
12140	ACC	200	8	R	6:15 PM	8:45 PM	Jones	EN	B211	30	11	37%	Fall 2016	LEC
10002	ACC	200	1	TR	3:15 PM	4:30 PM	Smith	SB	020B	30	27	90%	Fall 2015	LEC
10003	ACC	200	2	MWF	10:10 AM	11:00 AM	Parker	EN	B211	35	35	100%	Fall 2015	LEC
10004	ACC	200	3	MW	2:00 PM	3:15 PM	Jones	EN	A107	35	34	97%	Fall 2015	LEC
10005	ACC	200	4	MW	3:25 PM	4:40 PM	Parker	SB	020B	30	29	97%	Fall 2015	LEC
10007	ACC	200	6	M	6:15 PM	8:45 PM	Jones	BU	204	35	30	86%	Fall 2015	LEC
12151	ACC	200	1	R	1:50 PM	3:05 PM	Parker	EN	B221	30	28	93%	Fall 2014	LAB
12151	ACC	200	1	TR	3:15 PM	4:30 PM	Jones	SB	020B	30	28	93%	Fall 2014	LEC
11944	ACC	200	2	MWF	9:10 AM	10:00 AM	Smith	SB	020A	30	19	63%	Fall 2014	LEC
12149	ACC	200	3	MW	3:25 PM	4:40 PM	Jones	EN	A107	35	27	77%	Fall 2014	LEC
12150	ACC	200	4	TR	11:00 AM	12:15 PM	Parker	JE	127	35	33	94%	Fall 2014	LEC
12152	ACC	200	5	TR	9:35 AM	11:15 AM	Smith	JE	114	35	28	80%	Fall 2014	LEC
12153	ACC	200	6	M	6:15 PM	8:45 PM	Smith	EN	B027A	35	22	63%	Fall 2014	LEC

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## REPORTS & AVAILABLE DATA

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*Part-Time vs. Full-Time Scheduling:* According to historical enrollment trends dating back to 2014, SCSU has consistently attracted a higher percentage of part-time graduate students and full-time undergraduate students. This has a significant impact on the way department chairs schedule classes as they consider the specific needs of students enrolled in their programs. While a large percentage of our undergraduate students work at least part-time and engage in experiential learning opportunities, it is even more critical to help our graduate students balance their personal and professional responsibilities outside of their academic program of study. Department chairs should review internal data on the mix of part-time and full-time undergraduate and graduate student populations within their program while simultaneously considering the timing of the professional work in which they are engaging. Some professions are more likely to have traditional day-time hours, while others may require more work in the evenings or on the weekends and the schedule should reflect these distinctions.



*Cohort-Based Programming:* These lock-step schedules are particularly popular at the graduate level in the Schools of Business, Education and Health and Human Services. They have proven to be effective in helping create a sense of community and thus encouraging persistence to degree. The challenge that departments face when scheduling these programs, and students must overcome with a rigorous schedule, is how to schedule courses when a student has dropped out of sequence due to external demands or a low grade in a course that must be repeated.



Departments are encouraged to review the D/F/W rates for courses within their programs and provide options for “catch-up” sessions during the winter and summer to help students get back on track. Another option is to work with the Dean’s Office on the creation of an independent study for high potential students who have simply faced challenges and are motivated to complete their degree. While these could also be scheduled during the winter and summer, it is also possible to schedule “catch-up” courses in the latter half (final 8 weeks) of the traditional fall and spring semesters.

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## REPORTS & AVAILABLE DATA

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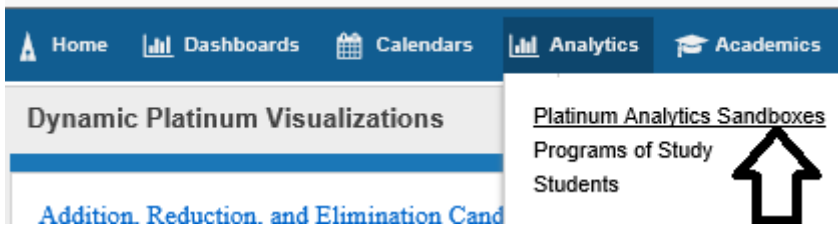
### Ad Astra Overview

Ad Astra provides data analytics based on a combination of historic enrollment, active student degree evaluation requirements and mock registration modeling based on historic registration tendencies of freshmen and transfers.

Department chairs and coordinators can drill down beyond the statistics on seats needed to examine student- level information, which majors/students need these courses, and who is likely to take the course for the semester under review. For chairs and coordinators in need of access to Ad Astra, please contact the Scheduling Officer in the Registrar's Office.

### Log into Website

- <https://www.aaiscloud.com/SCTStateU Platinum/Default.aspx>
- Sign in top right corner
- Select Analytics
- Select Platinum Analytics Sandboxes



### Selection Criteria

- Far Left Select Filter
- Select Analysis Runs in Sandbox Type
- Click Search

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## REPORTS & AVAILABLE DATA

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### Ad Astra Reports

In the Platinum Analytics Sandbox you may select the Historical Analysis or the Full Analysis to begin your review. Please see the chart below for a guide on which report should be reviewed at each stage of the production schedule.

#### Historical Analysis

- This report predicts the number of seats likely to be needed based on the 5-year historic enrollment trend. This report is designed to be a jumping off point to begin scheduling the appropriate amount of seats/ sections for each course for any given term.

#### Full Analysis

- This report combines the 5-year historic enrollment trend above with outstanding student degree evaluation requirements following the most recently closed add/drop period, program mapping logic from the SCSU academic maps (NEW!), and a simulated registration for the term being analyzed (including a simulated freshmen and transfer population).

#### Report Availability

OCTOBER 2019	CALL FOR ORIGINAL ANNUAL SCHEDULE
SUMMER 2020 SCHEDULE	Summer 2020 – Historical Analysis Report
FALL 2020 SCHEDULE	Fall 2020 – Historical Analysis Report
WINTER 2020-21 SCHEDULE	Winter 2019-20 – Historical Analysis Report
SPRING 2021 SCHEDULE	Spring 2020 – Full Analysis Report
JANUARY 2020	CALL FOR EDITS TO ANNUAL SCHEDULE
SUMMER 2020 SCHEDULE	Summer 2020 – Historical Analysis Report
FALL 2020 SCHEDULE	Fall 2020 – Full Analysis Report
WINTER 2020-21 SCHEDULE	Winter 2020-21 – Historical Analysis Report
SPRING 2021 SCHEDULE	Spring 2020 – Full Analysis Report
SEPTEMBER 2020	CALL FOR FINAL EDITS TO WINTER/SPRING
WINTER 2020-21 SCHEDULE	Winter 2020-21 – Historical Analysis Report
SPRING 2021 SCHEDULE	Spring 2021 – Full Analysis Report

## REPORTS & AVAILABLE DATA

### Ad Astra Data

When opening the Historical or Full Analysis a dashboard will appear, please select the Filters to the left to narrow the results by school, dept., etc.

The screenshot shows a dashboard with a navigation bar at the top containing links for Home, Dashboards, Calendars, Analytics, Academics, Events, Reporting, and Settings. Below the navigation bar is a 'Filters' sidebar on the left with options like 'Clear All', 'Custom', and checkboxes for 'Top Candidates Only', 'Analyzed Courses Without Sections', and 'Ignore Exclude from Results'. The main area displays three summary cards: '4 TOP CANDIDATES', '65% ENROLLMENT RATIO', and '18 UNMET REQUIRED SEATS'. Below these is a table with columns: Subject, Course, Title, Camp..., Candidate T..., Sections, Sections Needed, Candida..., Seats, Seats Nee..., and Requirec.

Subject	Course	Title	Camp...	Candidate T...	Sections	Sections Needed	Candida...	Seats	Seats Nee...	Requirec
ART	105	History of Western Art II	MAIN	Reduction	5	1.8	3	200	72	
ART	150	Introductory Drawing I	MAIN	Addition	3	4.5	1	39	58	
ART	112	Color and 2-D Design	MAIN	No Action	2	2.1	0	32	34	
ART	113	3-Dimensional Design	MAIN	Addition	2	2.5	1	26	33	
ART	151	Introductory Drawing II	MAIN	No Action	2	1.1	0	29	16	
ART	201	Visual Art & Studio Exp	MAIN	No Action	4	1.4	0	56	19	

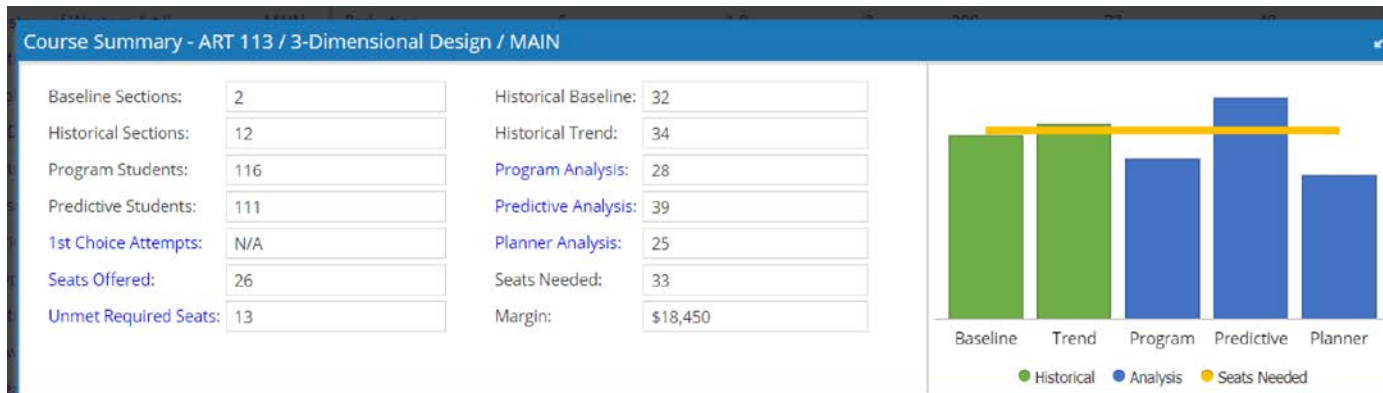
- Top Candidates: The highest-impact positive change candidates (addition, reduction, elimination), displayed as number of sections. Note: SCSU does not currently utilize the 'Accept' function in Ad Astra.
- Enrollment Ratio: Average enrollment divided by average course enrollment cap (last like term).
- Unmet Required Seats: The number of seats needed in required courses that are not currently offered in the analysis term. Note: This value is a number of seats, not students. One student could have more than one required seat counted in this number.
- As you look down at the course/section recommendations, you will note the following columns:
  - Subject/Course/Title/Seats/Sections: A straightforward summary of what you plan to offer.
  - Sections Needed: This number is the calculated number of sections we recommend you should be offering according to the analysis results.
  - Candidates: This number is the total amount of additional or reduced sections we recommend you should offer according to the analysis results.
  - Candidate Type: This column indicates the type of candidate each recommendation is—addition, reduction, elimination, or no action.
  - Campus: This column indicates on which campus the section candidate is held.
  - Seats Needed: This column tallies the total number of seats we recommend are needed according to the analysis results.

*Note: All columns are movable, left or right, by clicking and dragging. The first 7 columns are static for your convenience.*



## REPORTS & AVAILABLE DATA

If you click on any one of the courses within the Sandbox application, you will be directed to an “Analysis Summary” that looks like what you see below.

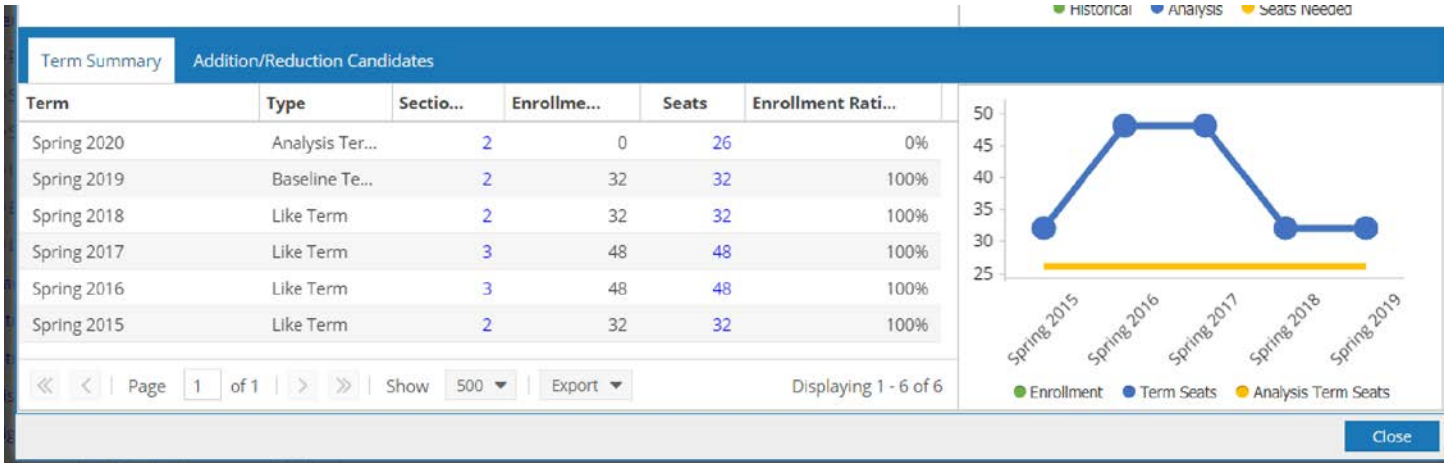


The data displayed above is a depiction of how we arrived at both the number of seats you are offering and the number our data analysis indicates is the total ‘Seats Needed’.

- **Seats Offered:** The number of seats currently offered in the Analysis Term is 26.
- **Unmet Required Seats:** If the institution were to move forward with current seats offered, they would be short of meeting predicted core student requirements in this course by 13 seats as only 26 seats are currently offered.
- **Historical Trend:** This institution offered 32 seats in the baseline term. Looking back five years, this course has seen an overall upward enrollment trajectory, hence the 43 seat recommendation for the analysis term.
- **Program & Predictive Analysis:** There are 28 students that still have this course as some requirement. 39 students would LIKELY take the course when running predictive analysis.
  - This data will only display for the Full Analysis report where student degree evaluation data has been loaded.
  - Clicking on the highlighted “Program/Predictive Analysis” links opens a breakdown of students analyzed for that course.
  - These tabs segment the analyzed students by:
    - Overall probability of their enrollment in the course
    - Demand by Requirement defined by connection to the course within the degree audit
    - Program/major in which the students are enrolled
- **Planner Analysis:** Based on a program maps and students that require the course to fulfill program requirements. calculates the likelihood they will take the course for analyzed term.
- **Seats Needed:** Based upon weighting all analysis types, we believe this institution should be offering 33 total seats.

## REPORTS & AVAILABLE DATA

The “term summary” for each course in the analysis will highlight the historical trend of that course for all the historical like terms accounted for in the analysis (Max: Five like terms)

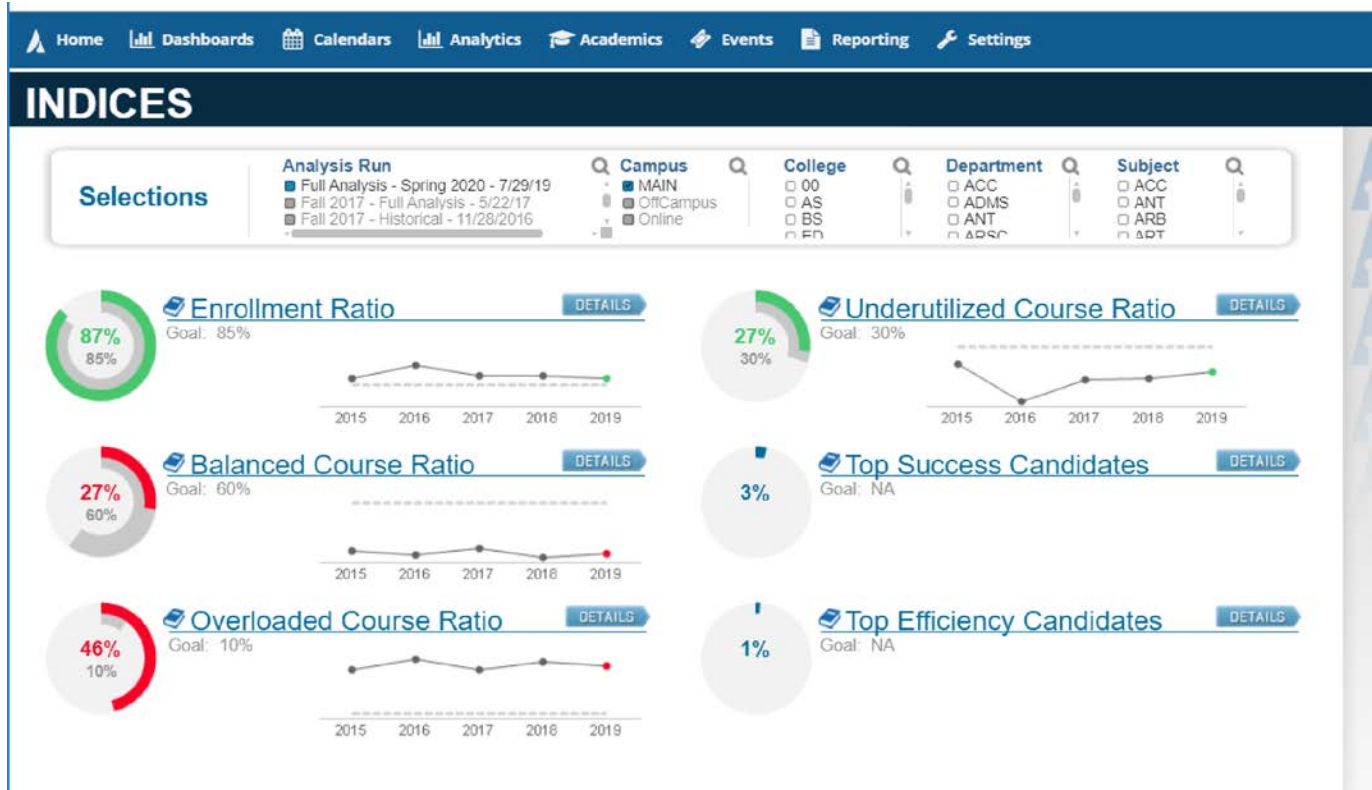


*Note: If you click through the hyperlink in the “Sections” or “Seats” tab, you can gather the section details of each section offered.*

## REPORTS & AVAILABLE DATA

### Ad Astra Dashboard

Navigate to the “Dashboards” tab and select Platinum Dashboards and you will find yourself on the home page. Across the top of the Dashboard HOME PAGE, you will note a “Selections” box that allows you to immediately begin filtering your results according to several key areas.



- **ENROLLMENT RATIO:** COURSE ENROLLMENT DIVIDED BY COURSE ENROLLMENT CAPACITY (OR MAX ENROLLMENT)
- **BALANCED COURSE RATIO:** PERCENTAGE OF OVERALL COURSES WHOSE ENROLLMENT RATIO FALLS BETWEEN 70-95%
- **OVERLOADED COURSE RATIO:** PERCENTAGE OF OVERALL COURSES WHOSE ENROLLMENT RATIO IS ABOVE 95%
- **UNDERUTILIZED COURSE RATIO:** PERCENTAGE OF OVERALL COURSES WHOSE ENROLLMENT RATIO IS BELOW 70%
- **TOP SUCCESS CANDIDATES:** PERCENTAGE OF ALL COURSES WHOSE ADDITION (“STUDENT SUCCESS”) CANDIDATES ARE TOP CANDIDATES
- **TOP EFFICIENCY CANDIDATES:** PERCENTAGE OF ALL COURSES WHOSE REDUCTION OR ELIMINATION (“EFFICIENCY”) CANDIDATES ARE TOP CANDIDATES