



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

Southern Connecticut State University, in the interest of ensuring course scheduling predictability for our students and faculty, is moving to a year-round schedule. This initiative is 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 will allow both students and faculty 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. This longer term planning effort will allow our students and faculty to view a complete year of course schedules and balance all of their responsibilities well in advance.

Additionally, a year-round schedule will allow departments to predict the need for adjunct faculty members in the future, draft yearly contracts for them, and allow these critical faculty members the time needed to formalize their own planning. As the University intentionally transitions to the creation of a viewable year-round course schedule, each academic unit will need access to additional data on their students, as well as historical and predictive analytics to ensure the success of this initiative.

The following guidelines have been established for the academic community in an attempt to meet student needs, create a balanced course schedule, and equitably distribute 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.

CALENDARS

This overview of key dates outlines the work-flow of producing and publishing the full-year schedule for the following terms: [Summer 2019](#), [Fall 2019](#), [Winter 2019](#), and [Spring 2020](#).

Memo to Departments Call for Classes (All Terms)	Wednesday, October 3, 2018
Original Submission from Departments to Deans & Scheduling Officer (All Terms)	Thursday, November 15, 2018
Dean's Approval	Friday, December 14, 2018
Draft Schedule to Departments Call for Edits (All Terms)	Tuesday, January 22, 2019
Edits from Departments to Deans & Scheduling Officer (All Terms)	Thursday, February 7, 2019
Final Schedule Review Week (Summer/Fall 2019)	Monday, February 25, 2019 Thursday, February 28, 2019
Go Live Schedules Viewable Online (All Terms)	Tuesday, March 5, 2019
Registration Opens (Summer 2019)	Wednesday, March 20, 2019
Registration Opens (Fall 2019)	Monday, April 1, 2019
Cancellation Deadline Summer 2019	Monday, May 20, 2019
Cancellation Deadline Fall 2019	Friday, August 16, 2019
Draft Schedule to Departments Call for Edits (Winter/Spring 2020)	Thursday, September 12, 2019
Edits from Department to Deans & Scheduling Officer (Winter/Spring 2020)	Thursday, September 19, 2019
Final Schedule Review (Winter/Spring 2020)	Thursday, September 26, 2019
Registration Opens (Winter/Spring 2020)	Tuesday, November 5, 2019
Cancellation Deadline Winter 2019-2020	Wednesday, December 17, 2019
Cancellation Deadline Spring 2020	Friday, January 10, 2020
Key: Scheduling Office Initiates	
Department Submission Deadline	

CALENDARS

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 2019		
1 - Full Term	May 28 - August 25	(13 weeks)
SSA - Summer A	May 28 – June 30	(5 weeks)
SSB - Summer B	July 1 – August 4	(5 weeks)
SSC - Summer C	August 5 – August 25	(3 weeks)
SAB - Summer AB	May 28 – August 4	(10 weeks)
SBC - Summer BC	July 1 – August 25	(8 weeks)
FALL 2019		
1 – Full Term	August 27 - December 15	
F8W - First 8 Weeks	August 27 - October 21	
S8W - Second 8 Weeks	October 22 - December 15	
WINTER 2019		
1 – Full Term	December 26 – January 15	
SPRING 2020		
1 – Full Term	January 21 – May 17	
F8W - First 8 Weeks	January 21 – March 15	
S8W - Second 8 Weeks	March 23 - May 17	

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.

CLASSROOM SPACE

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. (Additional standard time options exist on MWF at 7:10 am, Friday afternoon/evening, Saturday afternoon and Sunday.)
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. This may require 5:00 pm and 7:35 pm sections spread throughout the week and at least one Saturday class or one Friday evening class.
3. Classroom space will be assigned by the following criteria:
 - a. Anticipated Enrollment (limit and historic enrollment)
 - b. Programmatic requirements
 - c. Requests for technology
 - d. Instructor preference (and back-to-back offerings)
 - e. 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.

4. **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.
5. **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.
6. **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.
7. 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.

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

CLASSROOM SPACE

Fall 2019 Room Distribution

Department/Program	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6	Room 7	Room 8
ACC	*SB	EN B218						
ANT	EN C020	EN C013						
ART (own studios in EA)	EN B027A							
BIO (Labs and Lec Rooms)	Lecture							
CHE (Labs and Lec Rooms)	Lecture							
CMD	DA 218							
COM (split lab w/JRN)	EN A115	EA 122	MO 205	TE8 101	*EN B212			
CSC	MO 120	MO 8	MO 113	JE 139A				
CSP (CSP rooms)	DA 211	DA 104	DA 208	DA 220				
CULA (EDU, RDG and SCE)	DA 120	DA 224	DA 226	DA 101				
ECO/FIN	*SB	EN A113	TE8 102					
EDL (also EDF)	EN A105	EN A107						
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					
EXS	PE 6A	PE 6B	PE 8	MFH 204				
GEO/SCE (also ENV, EVE, MAR)	MO 120	MO122	JE 335					
HIS	EN C140	EN B111						
HON	at large							
IDS (home dept schedules)								
ILS (primarily online)	at large							
INQ	EN C022	EN B206	EN B220	EN B304				
JRN (split lab w/COM)	MO 14	MO 205						
JST	at large							
LIT (home dept schedules)								
MAT	EN D125	EN B211	EN C134	EN C136	MO 9	BU 007A		

CLASSROOM SPACE

Fall 2019 Room Distribution Continued

Department/Program	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6	Room 7	Room 8
MBA	SB 020A	SB 020B	*SB					
MDS	EN A117							
MFT	DA 124							
MGT/MIS	EN B216	*SB						
MKT	EN B118	*SB						
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	EN B304					
PHY (also EGR; Labs and Lec)	Lecture							
PSC	EN C008	EN C234F						
PSY (own labs)	EN B208	EN C115	EN D056	EN C010	EN D031A			
REC (also SMT)	MO 102	MO 111						
SED	DA 122	DA 102	DA 222					
SHE	EN B206							
SOC	EN C138							
SWK (Lang rooms)	MFH 203	EN C022	DA 104	TE8 104	MO 6			
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 2020 Room Distribution

Department/Program	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6	Room 7	Room 8
ACC	*SB	EN B218						
ANT	EN C020	EN C013						
ART (own studios in EA)	EN B027A							
BIO (Labs and Lec Rooms)	Lecture							
CHE (Labs and Lec Rooms)	Lecture							
CMD	DA 218							
COM (split lab w/JRN)	EN A115	EA 122	MO 205	TE8 101	*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/FIN	*SB	TE8 102	TE8 103					
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					
EXS	PE 6A	PE 6B	PE 8	MFH 204				
HIS	EN C140	EN B111						
HON	at large							
IDS (home dept schedules)								
ILS (primarily online)	at large							
INQ	at large							
JRN (split lab w/COM)	MO 14	MO 205						
JST	at large							
LIT (home dept schedules)								
MAT	EN D125	EN B118	EN B211	EN C134	EN C136	MO 9	BU 007B	
MBA	SB 020A	SB 020B	*SB					

CLASSROOM SPACE

Spring 2020 Room Distribution Continued

Department/Program	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6	Room 7	Room 8
MDS	EN A117							
MFT (own lab rooms)	DA 124							
MGT/MIS	EN B216	BU 205	*SB					
MKT	EN B206	*SB						
MUS (own rooms)								
NUR (own seminar rooms)	JE 114	JE 227						
PCH (also EDM)	EN C113	MO 10	MO 11	MO 120				
PHI	EN B210	EN B214						
PHY (also EGR ; Labs and Lec)	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				
SHE	MO 16							
SOC	EN C138							
SWK (Lang rooms)	MFH 203	EN C022	MO 6	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)	EN A113							

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

TIMESLOTS

Departments shall schedule classes in designated rooms using Standard Time-slots. Any exception will require express approval from the appropriate academic Dean.

Standard Times for Fall and Spring

Fall/Spring		
MW 7:10 – 8:25 am	TR 8:10 – 9:25 am	F 2:00 – 4:30 pm
MWF 7:10 – 8:00 am	TR 9:35 – 10:50 am	F 5:00 – 7:30 pm
MWF 8:10 – 9:00 am	TR 11:00 – 12:15 pm	
MWF 9:10 – 10:00 am	TR 12:25 – 1:40 pm	S 8:00 – 10:30 am
MWF 10:10 – 11:00 am	TR 1:50 – 3:05 pm	S 11:00 – 1:30 pm
MWF 11:10 – 12:00 pm	TR 3:15 – 4:30 pm	S 2:00 – 4:30 pm
MWF 12:10 – 1:00 pm	T 5:00 – 7:30 pm	
MW 2:00 – 3:15 pm	R 5:00 – 7:30 pm	U 8:00 – 10:30 am
MW 3:25 – 4:40 pm	T 7:35 – 10:05 pm	U 11:00 – 1:30 pm
M 5:00 – 7:30 pm	R 7:35 – 10:05 pm	U 2:00 – 4:30 pm
W 5:00 – 7:30 pm		
M 7:35 – 10:05 pm		
W 7:35 – 10:05 pm		

All unused time-slots will go back into the general pool after the initial schedules have been submitted to the Scheduling Officer to schedule at-large classes.

Important: All courses must meet during the first and last week of the term or part of term they are scheduled, or include academic participation through a virtual learning environment, e.g. hybrid courses or Monday-only courses due to holiday. This ensures that proper attendance verification can be completed and contact hours' requirements are met to comply with federal financial aid and credit hour regulations.

Reminder: Sections scheduled to meet less than 12.5 contact hours per credit due to holidays must supplement their contact hours through alternative academic participation (i.e. virtual learning environment, special project, etc.).

TIMESLOTS

Alternative Times for Fall and Spring

Fall/Spring		
MW 4:45 – 6:00 pm	TR 4:45 – 6:00 pm	F 4:00 – 6:30 pm
MW 6:15 – 7:30 pm	TR 6:15 – 7:30 pm	
MW 7:35 – 8:50 pm	TR 7:35 – 8:50 pm	
MW 8:55 – 10:10 pm	TR 8:55 – 10:10 pm	
M 6:15 – 8:45 pm	T 6:15 – 8:45 pm	
W 6:15 – 8:45 pm	R 6:15 – 8:45 pm	

One day a week (2.5 hr) classes MUST be scheduled in the following manner to maximize classroom space and student options and should be scheduled in tandem. The 2.5-hour daytime block may be used out of necessity for a program or course. They should not be used due to faculty member preference.

M, T, W, R, or F	8:10 - 10:40 am	T or R	11:00 - 1:30 pm
M or W or F	11:10 - 1:40 pm	T or R	1:50 - 3:05 pm
M or W or F	2:00 - 4:30 pm		

Standard Times for Summer and Winter

Summer A & B	Summer C
MTWR 8:00 – 10:00 am	MTWRF 8:00 – 10:30 am
MTWR 10:30 – 12:30 pm	MTWRF 11:00 – 1:30 pm
MTWR 1:00 – 3:00 pm	MTWRF 2:00 – 4:30 pm
MTWR 3:30 – 5:30 pm	MTWRF 5:00 – 7:30 pm
MTWR 6:00 – 8:00 pm	MTWRF 5:00 – 7:30 pm

Winter
<ul style="list-style-type: none"> * 3-credit and on-ground courses must have 37.5 contact hours * This winter term standard schedule is 14 meetings for a minimum of 2 hrs 45 min M-F * Given the unpredictability of winter weather in New England, consider the use of Online and Hybrid courses

SCHEDULE SUBMISSION

Original Schedule

Please submit your Original Schedule Template to your Dean and the Scheduling Officer by the deadline. This is the primary document for all course submissions. We ask that departments please use this document for any and all course submissions because emailed changes can be easy to miss during the busiest times of these semester.

SUB	CRSE	SEC	Day(s)/Time	Bldg/Rm	Instructor (Last, First)	Part of Term	Perm.	Limit	Special Info (to appear on web)	Lab Fee	Set Variable Credits
ENG	317	80W	M 5:00 - 7:30 pm	EN D264	Presley, Elvis	1	DA	22	Hybrid course meets 1/23, 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

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

If any field is not applicable, please leave blank.

SCHEDULE SUBMISSION

Edit Submission

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. Currently, a new platform for collection of schedule edits is in development and will be updated in this manual shortly.

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.

CANCELLATIONS

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

REPORTS & AVAILABLE DATA

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.

Subject	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	Fill Rate%	Term	Mtg Type
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

REPORTS & AVAILABLE DATA



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. In the University's survey of both undergraduate and graduate student populations, they have asked that **SCSU consider offering more classes that meet in the evenings (starting at 6:15 PM) or in a hybrid/online format** to help balance external responsibilities. While space is understandably limited in this popular time-slot, department chairs may wish to consider looking at classes that students must complete in the same semester and offering both in a hybrid format at 6:15 PM on alternate weeks. This will allow students to complete two classes in a semester while attending campus only once each week. The Scheduling Officer will work closely with departments interested in considering this option.



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.

REPORTS & AVAILABLE DATA

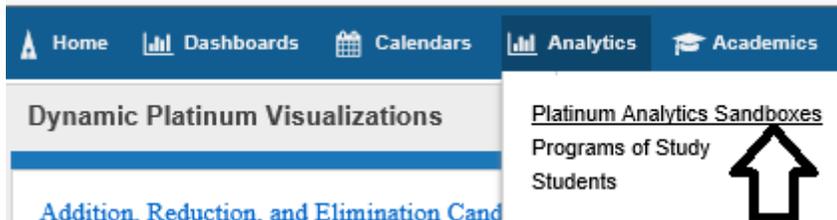
Ad Astra Overview

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

REPORTS & AVAILABLE DATA

Ad Astra Report Overview

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 and a simulated registration for the term being analyzed (including a simulated freshmen and transfer population).

Report Availability

OCTOBER 2018	CALL FOR ORIGINAL ANNUAL SCHEDULE
SUMMER 2019 SCHEDULE	Summer 2019 – Historical Analysis Report
FALL 2019 SCHEDULE	Fall 2019 – Historical Analysis Report
WINTER 2019 SCHEDULE	Winter 2018 – Historical Analysis Report
SPRING 2020 SCHEDULE	Spring 2019 – Full Analysis Report
JANUARY 2019	CALL FOR EDITS TO ANNUAL SCHEDULE
SUMMER 2019 SCHEDULE	Summer 2019 – Historical Analysis Report
FALL 2019 SCHEDULE	Fall 2019 – Full Analysis Report
WINTER 2019 SCHEDULE	Winter 2019 – Historical Analysis Report
SPRING 2020 SCHEDULE	Spring 2019 – Full Analysis Report
SEPTEMBER 2019	CALL FOR FINAL EDITS TO WINTER/SPRING
WINTER 2019 SCHEDULE	Winter 2019 – Historical Analysis Report
SPRING 2020 SCHEDULE	Spring 2020 – Full Analysis Report

REPORTS & AVAILABLE DATA

Ad Astra Report 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.

Home Dashboards Calendars Analytics Academics Events Reporting Settings												
Filters				91 TOP CANDIDATES			74% ENROLLMENT RATIO			3,621 UNMET REQUIRED SEATS		
	+ Add a Course											
		Accept	Subject	Course	Title	Camp...	Candidate Ty...	Secti...	Sections Nee...	Candida...	Se...	Seats Nee...
	+ Accept	ART	113	3-Dimensional Design		MAIN	Addition	2	3.0	1	26	39
	+ Accept	ART	151	Introductory Drawing II		MAIN	Addition	1	1.6	1	16	25
+ Accept	ART	320	Intermediate Painting I		MAIN	Addition	1	1.5	1	16	24	
+ Accept	ART	321	Intermediate Painting II		MAIN	Addition	1	1.5	1	16	24	

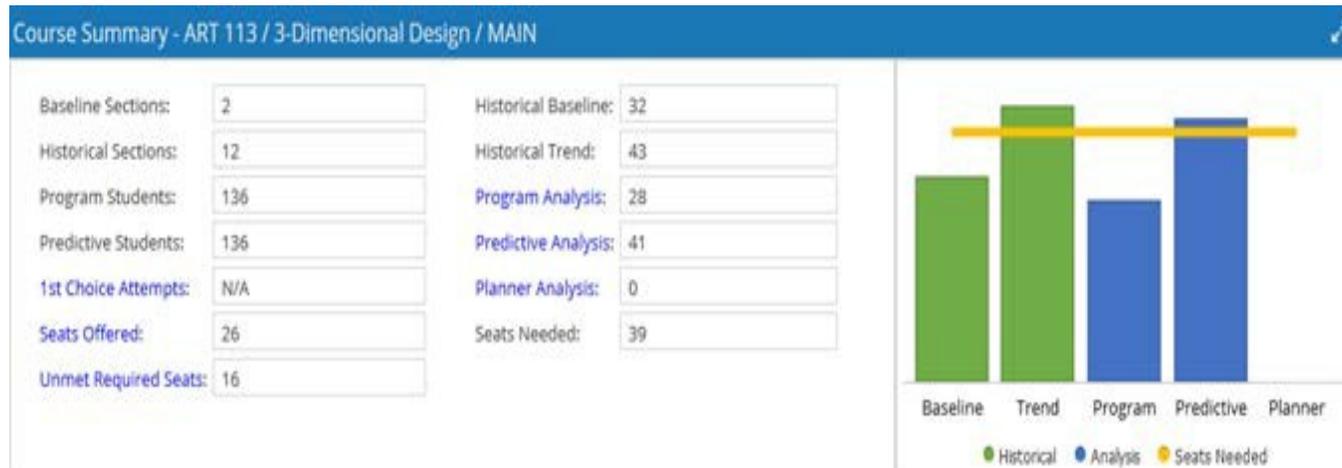
- Top Candidates: The highest-impact positive change candidates (addition, reduction, elimination), displayed as number of sections. Note: SCSU does not currently utilize the 'Accept' function in Ad Astra.
- Enrollment Ratio: Average enrollment divided by average course enrollment cap (last like term).
- 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

Ad Astra Report 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.



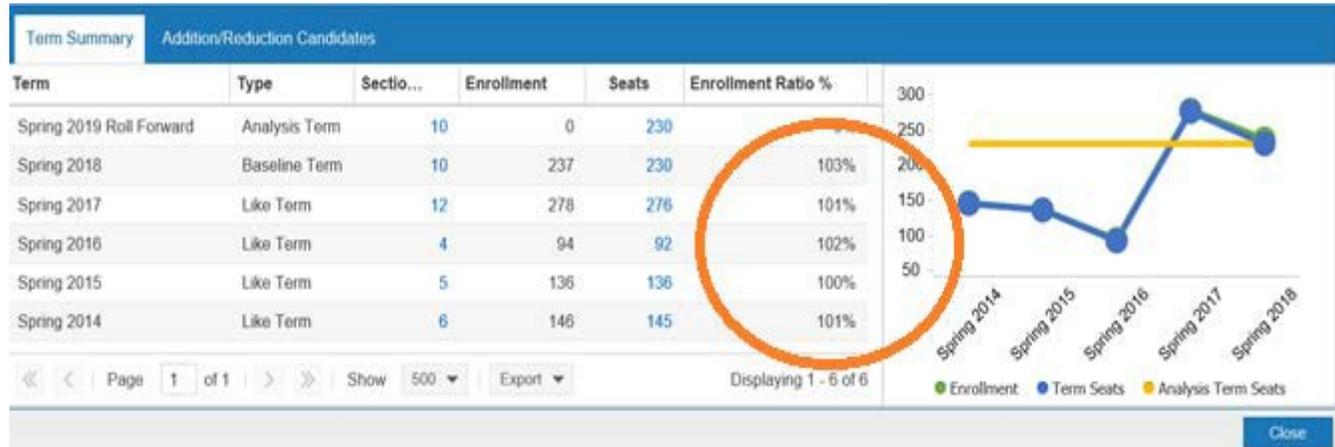
The data displayed above is a depiction of how we arrived at both the number of seats you are offering and the number our data analysis indicates is the total ‘Seats Needed’.

- 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 16 seats.
- 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 who are eligible to take the course and have it as some requirement. 41 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: The goal is to also include student planner data based on academic maps, but that data set is not yet integrated.
- Seats Needed: Based upon weighting all analysis types, we believe this institution should be offering 39 total seats.

REPORTS & AVAILABLE DATA

Ad Astra Report Data cont...

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