Scheduling Requirements

       A minimum of 20% of classes within each unit/department need to be scheduled outside of peak hours of 9:00 am to 3:00 pm. We don't have the capacity to schedule more than 70% within peak hours.

o      Please avoid scheduling the majority of “outside peak time classes” at 8:00 AM and 4:00 PM— because we are already seeing that peak times are expanding to these times. Please spread the classes that you select to schedule outside peak hours to other start times, such as 5:00 PM, 5:30 PM, 6:00 PM, etc.

o     Particularly within peak hours, please spread classes out across all standard meeting times. Don’t clump classes on TTh, MW, or during certain times of day.

o    Avoid scheduling classes with roughly the same enrollment caps during either peak hours or non-peak hours. This is particularly important for classes with larger enrollment caps (100+) as we have a limited number of rooms that can accommodate classes of those sizes. There should be a balance of the various types of classes offered by units during these two time frames.

       **All classes should be scheduled within standard meeting times**, <https://policy.nau.edu/policy/policy.aspx?num=100311>.

o      If you believe there's a compelling reason for scheduling out of conformity with standard meeting times, be aware that such scheduling must be pre-approved. The “Request to Schedule a Class Outside a Standard Meeting Time” form, <https://nau.edu/registrar/faculty-resources/schedule-of-classes-maintenance/>, should be completed. If approved, classes must begin or end at a standard meeting time in order to reduce impacts on students' schedules and for classrooms to be best utilized.

o    Non-standard scheduling will not be approved within peak hours of 9:00 am to 3:00 PM, unless the class will fit within no more than 2 meeting patterns *and* another class is scheduled to provide balance and fully utilize rooms. For example, if a Monday-only class is scheduled across two standard meeting times (must start and/or end at a standard meeting time), another class that has within 10% of the same enrollment capacity must be scheduled on Wednesday.

       A **blended** class (with reduced seat time) needs to be matched with another blended class if scheduled during peak hours in order to maximize space utilization. For example, if a blended MW class replaces the Mon class period with outside activities, that class needs to be balanced with another blended MW class within 10% of the same enrollment capacity that will replace the Wed period with outside activities. A BbLearn shell will be available for posting needs for any proposed classes that do not have class to balance the schedule.

       A short-session class needs to be matched with another short-session class if scheduled during peak hours, in order to maximize space utilization. For example, when an M8A session class is scheduled, the class needs to be balanced with an M8B session class. A BbLearn shell will be available for posting needs for any proposed classes that do not have a class to balance the schedule.

       A one-unit class needs to be matched with another one-unit class if scheduled during peak hours in order to maximize space utilization. For example, if a one-unit class is scheduled within a peak hours meeting time on Tuesday, it needs to be balanced with another one-unit class with within 10% of the same enrollment capacity on Thursday, so that together the classes will utilize one standard meeting time on TR. A BbLearn shell will be available for posting needs for any proposed classes that do not have class to balance the schedule.

       If classes have been approved to be pre-assigned due to special equipment needs, such as labs, be sure to work with other units/departments that use the same rooms so as to avoid conflicts.

       Some units/departments share first partitions and primarily use rooms within the same building. If that is the case, please work together when planning your schedules to mitigate competition for the same classrooms.

       When planning schedules, please identify classes students will be required to enroll in that are offered by other units/departments and work together to ensure classes do not conflict and result in roadblocks for students.

       Please set enrollment capacities based on the Course Demand Projection provided during the schedule build. If units schedule classes to accommodate the projected enrollments, it is less likely the capacities will need to be adjusted after enrollment starts.

* If an additional class needs to be built after initial room assignments have been made, check to see if a room is available at the proposed time to accommodate the plan to increase enrollment. The meeting times may need to be adjusted if a room is not available.

       It is recommended to avoid scheduling an instructor for back-to-back classes unless that instructor is willing to move from one classroom to another within the 20-minute break between classes. We will not be able to accommodate instructors in the same room unless there is an approved justification (e.g., ADA accommodation).

       There will be a review of Dynamically Dated classes to ensure that they do not impact room scheduling. DD classes create a number of challenges and confusion for students and internal departments, so they should be avoided unless absolutely necessary. In most cases, DD classes will not fit within a standard meeting time and so student schedules and classroom usage are adversely impacted.

       Add all approved combinations for cross-listed and co-convened classes to the SoC Combined Sections Table. Failure to do so will result in different room assignments for each class and considerable post-hoc aggravation.

      Complete the “Report of Classes that Meet in Shared Spaced but Are Not in the Combined Sections Table” form, <https://nau.edu/registrar/faculty-resources/schedule-of-classes-maintenance/>, if a group of classes meets in the same room and at the same time but is not cross-listed or co-convened and, therefore, isn’t present in the SoC Combined Sections Table. These are considered shared meetings. An example would be music classes that meet in one room but are separate classes that represent different instruments. Failure to notify us about shared meetings results in each class being scheduled in a different classroom. This results in clean-up that should never be necessary. **This form is only required if building the classes AFTER the schedule build is final**.

       Complete the “Report of Classes that Meet in Shared Spaced but Are Not in the Combined Sections Table” form, <https://nau.edu/registrar/faculty-resources/schedule-of-classes-maintenance/>, if a class has multiple meeting patterns but does not meet in the same room for each meeting pattern. For example, all the students initially meet in one room and then break out into another class or classes during the same time. In these cases, the large room will accommodate one break-out group and another room or rooms will accommodate the other break-out session/s that require a smaller room than the total class enrollment capacity, *OR* if a class has two meeting patterns and they are held in different rooms (in most cases these classes should probably be set up at the course level as a lecture and a lab). In these cases there will be multiple meeting patterns. Failure to notify us will result in all the meeting patterns being scheduled in one room. This results in major post-hoc aggravation. **This form is only required if building the classes AFTER the schedule build is final**.

o       Be careful about the number of classes scheduled with break-out sessions, particularly during peak hours, because they require additional classroom space. Due to the space requirements, these classes will be reviewed.

* If legitimate changes are required **after rooms have been assigned** or new classes have been built to meet enrollment demands, please complete the “Request for a Room Assignment OR Change a Room Assignment” form <https://nau.edu/registrar/faculty-resources/schedule-of-classes-maintenance/>. Requests should be limited to:

• change in enrollment that exceeds room layout

• new instructor with ADA needs

• specialized equipment, technology or materials

       Complete the “Request for a Room Assignment OR Change a Room Assignment” form, <https://nau.edu/registrar/faculty-resources/schedule-of-classes-maintenance/>, if a class has a meeting pattern but will not be meeting on campus or in a classroom. For example, a class meets in the field rather than an actual classroom. It should not be assigned to a classroom. In these cases, the Notes page of SoC should specify where the class will actually meet. These classes require 999-TBA to be input as the classroom or 25Live will, unnecessarily, assign a classroom.

      If a room layout does not match the [Layout Capacities by Location\_All 25Live IDs](https://nau.edu/uploadedFiles/Administrative/Registrar/Faculty_Resources/Room%20Layouts%20by%20Location_All%2025Live%20Locations%283%29.xlsx) or the classroom lacks adequate technology, please complete the “Report an Issue with a Room’s Layout Capacity or Technology” form, <https://nau.edu/registrar/faculty-resources/schedule-of-classes-maintenance/>. If the issue is something like “chairs are missing from the room,” the building manager, or whomever has historically handled these issues for a building, should be contacted so chairs can be added to the room.

        If an instructor requires ADA accommodations, please ask that they start the process of documentation with Disability Resources. Complete the “Petition for Pre-Assigned Room OR to Remove a Room from General Use” form for consideration, <https://nau.edu/registrar/faculty-resources/schedule-of-classes-maintenance/>.

        If a class requires special equipment, such as gas lines, sinks, pianos, etc. and it is not listed on your unit/department’s approved pre-assignment spreadsheet, please complete the “Petition for Pre-Assigned Room/Facility ID” form for consideration,  <https://nau.edu/registrar/faculty-resources/schedule-of-classes-maintenance/>.

        Given our constraints and need to use our physical resources fully, instructor preferences cannot be accommodated.