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1. Balanced Course Distribution and   
   Maximum Course Assignments Across Meeting Pattern Time Blocks

Balancing classroom usage across all meeting patterns enables Academic Units to i) allow students to optimize their class schedules for timely degree completion and reduce the potential for conflicts; ii) spread course offerings across meeting patterns to best utilize classrooms; and iii) develop schedules that will reduce the likelihood of altering a meeting pattern due to competition for use of limited classrooms. Balancing is accomplished by:

1. Scheduling a maximum percentage of an Academic Units’ standard meeting time classes within certain, pre-determined standard meeting pattern time blocks. This pre-determined time and percentage is decided by the Vice Provost for Academic Affairs, in collaboration with the Registrar’s Office and by utilizing classroom usage data across the campus.
2. Avoiding the scheduling of classes with roughly the same enrollment caps during any one given meeting pattern. A balance of the various enrollment capacities should be scheduled during each meeting pattern. This is particularly important for classes with larger enrollment caps (100+) or small enrollments caps (35 or less), as only a limited number of rooms can accommodate classes of those sizes.
3. Scheduling break-out sessions outside Peak Hours whenever possible, as these classes require more than one classroom for one class. Due to limited resources, break-out sessions should be reviewed by unit Chairs and scheduled in a manner that eliminates or reduces the impact on room utilization.
4. Standard Meeting Patterns
5. Classes should be scheduled within Standard Meeting Patterns, which are approved by the Arizona Board of Regents. For classes that cannot legitimately be scheduled within Standard Meeting Patterns (*e.g.*, studios, labs, performance-based courses, etc.), they should begin at a standard meeting time in order to reduce the impact on student’s ability to maximize course time in their schedules, passing time, and classroom utilization.
6. Aside from approved exceptions, non-standard scheduling will not be approved during Peak Hours. An exception may be granted if the class fits within two Standard Meeting Patterns, and another class from the same unit is scheduled to provide balance. This will ensure classrooms are properly utilized.

* Example: A Monday-only class is scheduled across two Standard Meeting Patterns, starting at a standard meeting time and another class that should not differ more than 30% of the enrollment capacity is scheduled on Wednesday.

1. Classes scheduled in this manner, during Peak Hours, should be limited to between 2-4 classes per Academic Unit, depending on the size and needs of the unit. In addition, classes scheduled for two Standard Meeting Patterns should be limited to offerings that have proven enrollment to reduce the likelihood of cancellation, which will negatively impact room utilization.
2. Another option for scheduling classes that span multiple meeting patterns is scheduling them at 8:00 AM or 5:00 PM and later, or during the standard one-day-per-week options.
3. Balancing Blended, Shorter Session, and One-Unit Classes
4. A one-unit class or blended class with reduced seat time scheduled during Peak Hours must be matched/offset with a complementary one-unit or blended class that can meet during a standard MW/ TTh /MWF meeting pattern.

* Example: A blended MW class that replaces the Monday class with outside activities is balanced with another MW blended class that uses Wednesday for outside activities. The enrollment capacities should not differ more than 30% of one another and the classroom needs should be comparable. Balanced classes will be pre-assigned to a suitable classroom to ensure they are placed in the same classroom.
* Example: A one-unit class scheduled on Tuesday of a standard T/TH meeting pattern, needs to be balanced with a one-unit class or a blended class that meets on Thursday. The enrollment capacities should not differ more than 30% of one another and the classroom needs should be comparable. Balanced classes will be pre-assigned to a suitable classroom to ensure they are placed in the same classroom.

1. A short-session class needs to be matched with another short-session class, if scheduled during Peak Hours.

* Example: An M8A session class needs to be balanced with another M8B session class. The enrollment capacities should not differ more than 30% of one another and the classroom needs should be comparable. Balanced classes will be pre-assigned to a suitable classroom to ensure they are placed in the same classroom.

If classes meeting this criteria cannot be balanced, please choose a meeting pattern outside peak hours or schedule the class on Friday at a standard MWF meeting pattern start time. Non-peak hours are those with start times before 9:00 AM and later than 5:00 PM.

1. Pre-Assignments

Pre-assignments require manual input and often result in lower room utilization than classes that are assigned by the room scheduling system. These requests require review and approval by the Classroom Review Team. Academic Units will complete and submit the “Petition for Pre-Assigned Room” found on the Registrar’s [website](https://in.nau.edu/registrar/schedule-of-classes-maintenance/). Requests for pre-assignments should be limited to i) needs for specialized equipment or materials the that are housed in the room or function of the curricular delivery; and ii) ADA accommodations. Instructors who require ADA accommodations need to work with Disability Resources. Rooms will be assigned based on arrangements requested by Disability Resources.

1. Classroom Characteristics or Features
2. Given constraints and the need to maximize the university’s use of our physical resources, instructor preferences cannot be accommodated. However, Academic Units can select up to two room characteristics/features for a class (e.g. 3 or more whiteboards, fixed seating configuration, seating tablet chairs, etc.). These requests for features will be applied, if inventory makes it feasible.
3. Each selection of a characteristic/feature further limits the number of classrooms that are available. It is possible that not all classes will be placed in a room with the selected characteristic/feature, depending on the demand for a limited number of resources. Faculty Professional Development can assist instructors with strategies for delivering content in various types of classrooms, if the selected characteristic/feature is not available. Characteristics/features are subject to change as needs are identified and/or as inventory evolves/varies.
4. Back-to-Back Scheduling

After room assignments are optimized, the room scheduling system will identify classes with the same instructor that are scheduled back-to-back and may assign the classes to the same classroom if i) the instructor is identified during the schedule build and before rooms are assigned (the option of back-to-back scheduling will not be available once classrooms are assigned); ii) the classes taught back-to-back have an enrollment capacity of within 30% of one another; iii) the classes can be taught in the same classroom; and iv) ADA accommodations have been approved and requested by Disability Resources.

1. Units of Credit and Contact Hours
2. Classes must be scheduled for adequate contact hours of instruction, based on criteria set by the Arizona Board of Regents. See “ABOR Academic Credit Policy” in the “Sources” section of this policy.
3. An hour of work is the equivalent of 50 minutes of class time (often called a "contact hour") or 60 minutes of independent study work. A minimum of 45 hours of work (combination of classroom time, contact hours, and independent work) by each student is required for each unit of credit.
4. Most courses are approved for a fixed number of units; however, some courses are approved for a range of units, dependent on the amount of work, level of work, etc. Units must be selected during the schedule build for courses approved as “variable” in the Academic Catalog. Exceptions includethe following individualized course lines: 389, 408, 466, 485, 497, 566, 608, 685, 689, 697,699, 799 and, in some cases, 208.
5. Units should *not* be changed after publication. Students enroll with the expectation that the published units will apply or that they may select from variable units. Changes to units after enrollment may impact a student’s financial aid, progression, schedule, etc. In addition, changes requested after enrollment require work on the part of multiple internal units.
6. Sessions or Terms
7. Most classes start and end within standardized, designated time frames determined by the Office of the Registrar. Class lengths aligned with standard sessions and terms include M16, S16, (16-week sessions) and 7.5A, 7.5B, (first 7.5-week session and second 7.5-week session), versus Dynamically Dated (DD) classes, which do not adhere to standard start and end dates and have different add/drop dates.
8. Dynamically dated (DD) classes scheduled by Academic Units on the Flagstaff campus require approval. In-person/blended DD classes will generally not fit within a standard meeting time, which impacts student schedules, passing time, final exam schedules, and classroom utilization. In addition, DD classes often require manual work on the part of internal units. Only classes that must align with an outside entities’ schedule or that cannot legitimately fit within a standard session should be scheduled as DD.
9. The Department of Education (DOE) requires that classes do not overlap terms. Certain clinical and education programs are exempt from this rule if all of the following apply:
10. All students in the program must participate in practicum or clinical experience and its completion is required for graduates to apply for licensure or authorization or practice occupation those students intend to pursue;
11. The school has little or no control over the length or start/end dates of practicum or clinical experience. This may be due to constraints imposed by outside licensing bodies, or the need to accommodate schedules of entities with which students are being placed (e.g., school districts or hospitals, etc.); and
12. Credit hours associated with practicum or clinical experience must be associated with the term in which most of the training occurs, even if starting and ending dates do not exactly align with term dates and/or overlap with another term.
13. Classes that do not meet the above criteria and are not approved to be scheduled outside of term dates, require approval. Academic Units will then submit the “Request for a Class to Start/End Outside Regular Term” form found on the Registrar’s [website](https://in.nau.edu/registrar/schedule-of-classes-maintenance/).
14. Grading Basis

All active classes must have a grading basis based on university-approved criteria. Non-course-line classes scheduled with “Both” as the grading basis default to Tentative status, due to PeopleSoft functionality. Grading Basis should *not* be changed after publication. Students enroll with the expectation that the published grading basis will apply. In addition, changes requested after enrollment require work on the part of multiple internal units.

1. Enrollment Capacity
2. Enrollment capacities should be determined based on projection reports, historical enrollment patterns, program applications, retention numbers, graduation rates, and internal knowledge. All active classes must have an accurate enrollment capacity input. Exceptions include individualized course lines: 389, 408, 466, 485, 497, 566, 608, 685, 689, 697,699, 799 and, in some cases, 208. The exceptions may be scheduled as active, off Schedule Print, and “Consent Required.” An enrollment capacity must be entered for these exceptions prior to a student being given permission to enroll in the class.
3. Prior to increasing the enrollment capacity for classes, Academic Units/Departments must first verify the assigned classroom can accommodate additional students. If not, units will complete the Schedule of Classes: Build and Change Request Form (found on the Registrar’s [website](https://in.nau.edu/registrar/schedule-of-classes-maintenance/)) to request the assignment of a classroom large enough to accommodate the increased enrollment. If a larger classroom is not available during the selected meeting pattern, other solutions will need to be considered.
4. Raising the enrollment capacity beyond the capacity of the assigned room is prohibited, due to safety and Fire Marshal regulations and because the classroom layout capacity reflects the number of seats in the classroom. Enrollment capacities for active classes should not be lowered below the actual enrollment or changed to zero. Enrollment capacities should not be altered so that it appears to be full/unavailable to students.
5. Consent
6. “Consent Required” should not be added to a class unless it has been approved at the curricular/course level or due to extenuating needs. The Academic Catalog is the document of record for the type of consent that may be placed on a class. Consent may not be added as a means to abridge an add deadline, unless a class has been approved to add consent for this reason by the Vice Provost for Academic Affairs.
7. “Consent Required” should also not be added to classes in place of a reserve. However, “Consent Required” may be added temporarily if there is an immediate need to stop enrollment due to an error that needs attention or some other rare situation. This consent should be removed as soon as the issue is resolved.
8. Co-convening and Cross-Listing
9. Some classes are approved as co-convened or cross-listed. This means they have undergone review and approval for these designations by the appropriate curricular authorities. The requesting units have submitted rationales, goals, and syllabi to obtain approval.
10. If this attribute is desired, but the course has not yet been approved at the curricular level, the units may obtain a one-time approval. The process is found in the “Policy for One-Time Cross-Listing and Co-Convening” that can be found on the Registrar’s [website](https://in.nau.edu/registrar/schedule-of-classes-maintenance/).
11. Regardless of whether the approval was granted through the curricular process, or if it is a “one-time” exception, units must enter such combinations in LOUIE, in the Combined Sections Table before submitting their schedules. If the combination consists of classes in multiple Departments/Units, this requires the units to confer and agree, in advance, regarding the meeting pattern, meeting time, instructor, and the respective enrollment capacities of the participating classes. Accurate completion of the Combined Sections Table is essential. Without this step, the participating sections will be assigned to two different classrooms, causing conflicts for the instructor and impacting room utilization. In addition, the classes will not be rolled into one BbLearn shell.
12. Cancellation of a Published Class When Students Are Enrolled
13. Cancellation of a class with enrolled students should happen only in exceptional circumstances, since student degree progress, financial aid, housing, etc. may be affected. Class enrollment should be monitored closely by the Academic Unit, and if enrollment is too low to offer the class, it should be cancelled early enough to allow students adequate time and opportunity to find other options.
14. In the event that a class must be cancelled, units should work with students by providing them with a unit contact, directing them to their advisor, and offering other class options. The class roster should be forwarded to advisors, who may be able to help students stay on track. In addition, academic units should make an effort to work with Registrar Enrollment and request a swap of students from the section to be cancelled, into one or more sections of the same course, provided seats are available. Students with time conflicts will not be swapped into the other sections. An email should be sent to the students who were successfully swapped, with new class details.
15. Planning, Building, Review Timelines

Timelines will be posted on the [Vice Provost for Academic](https://in.nau.edu/academic-affairs/course-scheduling/) Operations and [Schedule of Classes](https://in.nau.edu/registrar/schedule-of-classes-maintenance/) webpages. It is essential for Academic Units to complete requested processes within the established timelines to ensure processes can proceed without delay and the Schedule of Classes can be published for Summer, Fall, Winter, and Spring terms as advertised.

1. Non-Class Event Scheduling in Classrooms

Due to academic priority, non-class events may be scheduled in classrooms *after* the first Thursday of each term, if scheduled before 9:00 AM or after 5:00 PM. This time-of-day limitation will be lifted after the second Wednesday of the term. Schedule of Classes will place Supplemental Instructor (SI) sessions, late added classes, and make classroom changes (due to extenuating needs) through Wednesday of the second week of classes.