



**Office of the Registrar**  
Walsh Administration Building, 1<sup>st</sup> Floor  
408/554-4331

---

---

## CLASS SCHEDULING PROCESS

### • Course Scheduling Contacts at the Office of the Registrar

- Send your course schedules to **Adora Hoose** ([ahoose@scu.edu](mailto:ahoose@scu.edu)).
- Send tentative schedules and course descriptions to **Betsy Fiel** ([efiel@scu.edu](mailto:efiel@scu.edu)).
- Send room change requests to **Mary Camarena-Hittle** ([mcamarenahittle@scu.edu](mailto:mcamarenahittle@scu.edu)), and carbon copy Adora Hoose ([ahoose@scu.edu](mailto:ahoose@scu.edu)). *Refer to Page 3 for Classroom Scheduling Principles and Guidelines process.*

### • Schedule Template

For the most accurate and efficient Schedule of Classes, utilize the schedule template provided by the Office of the Registrar, and follow the guidelines listed below.

- **Do not change any formatting.** If you want to format something differently for your own use, save a copy with a new name and use the second copy for your needs.
- **Enter time as 12-hour time, no leading zeros** (9, not 09) with AM or PM, example "2:30 PM". This is important as it is easier for us to look for back-to-back classes for the same instructor, as well as day/time distribution.
- **Enter days of the week as they are in the schedule;** one letter for each day (except Sa for Saturday and Su for Sunday), no commas or spaces. A Monday, Wednesday, Friday class is MWF. A Tuesday, Thursday class is TR (note 'R', **not** 'Th', is the abbreviation for Thursday).
- **Note special room needs in the Room Request column.** If the professor needs moveable seating, state "moveable seating", do not just list the classroom. You can say "moveable seating, prefers O'Connor 204" if there is a strong preference for a particular room. If there is a need for special equipment, it goes here also: "needs a data/video projector". Personal consideration can also be made here; for example, for a professor with chalk allergies you can say, "Needs a room with whiteboards". Lastly, all classrooms are for general use, departments are not entitled to a particular space. Please refer to "Classroom Scheduling Guidelines" on the Office of the Registrar's resources page link: <http://www.scu.edu/studentrecords/Resources/Resources.cfm>
- **Final Exams column**  
If a course offering requires a physical classroom location to hold a final exam, enter "yes" in the column.
- **Capacities**
  - **Final cap** is the number of students who can be enrolled, regardless of approvals, reservations, consent, etc. In other words, on the first day of class, how many students could be officially enrolled for the class?
  - **Reserve for department** is the number you want to hold back from the general student population. For example, some departments like to have a couple of seats in case their majors can't get the class.
  - **Reserve for transfers** is the number you want to reserve specifically for transfer students, as opposed to new freshmen.
  - **Reserve for freshmen** is how many are being reserved for new freshmen. Do not include RLC seats. We will get those numbers from the RLC directors.

- **Course title, units, and component default from PeopleSoft.** When you originally created a course you submitted the catalog form to the Office of the Registrar, and designated the course title, units, and component defaults. Therefore, the course settings you have already defined in PeopleSoft populate these fields when the Schedule of Classes is created. This is regardless of the information that you list on your quarterly schedule. If you want different information listed in those areas, you will need to submit a new catalog form so that PeopleSoft fields can be changed. For quicker results, submit new catalog forms to Adora Hoose ([ahoose@scu.edu](mailto:ahoose@scu.edu)) prior to the date the schedules are due to the Office of the Registrar.

### • **Course Descriptions:**

- **After the Schedule of classes is created,** our office will email a reminder to run the course description **YR\_COURSE\_DESCR\_SUBJ** query. For detail instructions, refer to *Running Course Catalog Description by Subject Public Query Instructions* attached. Within the excel document, highlight in red all changes and submit to [mcoe@scu.edu](mailto:mcoe@scu.edu).
- **Unless the prerequisite is hard-coded in the system, include prerequisites in the course descriptions.**
- **DO NOT INSERT the following information in the course descriptions: UNITS, LAB FEES or "SATISFIES/FULFILLS" core requirement statements.**
- Please proof carefully, especially technical terms, which we might not know and are probably not in Word's spell check.
- **Please send courses with special topic course descriptions to [mcoe@scu.edu](mailto:mcoe@scu.edu) separately. DO NOT INCLUDE CTW or C&I course descriptions for these have already been submitted by the Core Committee.**
- Note: Courseavail pulls course descriptions directly from Peoplesoft.

### • **Tentative schedules:**

- For the Fall Schedule, submit Winter and Spring Tentative Course Offerings in the Word template emailed to you from Marquita Coe. Type department name, and insert class catalog number and title in the appropriate column. If the course title is long, please abbreviate.
- **For the Winter Schedule, do not submit Tentative Offerings. Instead, the Tentative Course Offering document that was created for the Fall schedule will be emailed to you for proofing. Please make changes in red font color and submit back to Marquita Coe ([mcoe@scu.edu](mailto:mcoe@scu.edu)).**
- *There are no Tentative Course Offerings produced for Spring quarter.*

### • **Classroom Scheduling Principles & Guidelines**

- 1) Undergraduate classes will be scheduled according to the three guidelines below in order to optimize classroom usage during the day and minimize conflicts with graduate classes in the evening:

- (1) **Approximately 75% to 80% of undergraduate classes will be scheduled in a relatively even distribution during the first six standard time periods on Monday/Wednesday/Friday (8:00, 9:15, 10:30, 11:45, 1:00, 2:15) and the first four standard time periods on Tuesday/Thursday (8:00, 9:55, 11:50, 1:45)**
- (2) **Approximately 60% of classes will be scheduled on Monday/Wednesday/Friday, and 40% will be scheduled on Tuesday/Thursday**
- (3) **Classes with non-standard class meeting patterns will generally be scheduled after the first six standard time periods on Monday/Wednesday/Friday and after the first four standard time periods on Tuesday/Thursday**

***Primetime definition: MWF (9:15, 10:30, 11:45, 1:00, 2:15), T/TH (9:55, 11:50, 1:45)***

- 2) General purpose classrooms are not under the jurisdiction of any one academic entity (Law excluded).
- 3) Labs and any classrooms that are furnished with specialized equipment may be designated for use solely by a specific program; e.g., teaching space that supports chemistry, biology, music engineering, studio art, etc.
- 4) Departmental conference rooms shall serve as seminar classrooms whenever possible. The assumption is that formal classes will be scheduled during prime class times and departmental meetings and events will be scheduled at other times. Available class times are identified by academic department owners through Astra. The classes held by academic departments with conference rooms receive scheduling priority in that conference room.
- 5) Classes that do not follow standard class meeting patterns do not receive scheduling priority. Non-standard meeting pattern requests for classrooms will not be accommodated before 2:15 p.m.
- 6) There shall be a minimum of ten minutes between classes whenever possible.
- 7) Every effort will be made to accommodate faculty teaching back-to-back classes by placing them in the same classroom. When this is not possible, every effort will be made to place the classes in close proximity to one another.
- 8) Given the pressures on teaching space, standard meeting patterns shall be established for evening classes in order to utilize classrooms most efficiently. This recognizes that not all programs have the same needs. Each graduate program will publish standard meeting patterns and adhere to them whenever possible.
- 9) Based on classroom proximity to an academic program or department, scheduling priority is given whenever possible to accommodate those entities located in that area. For example, Modern Languages, Philosophy, and Religious Studies are given priority in Kenna Hall. Any remaining classrooms, including computer classroom space, are open to other campus classes. By the same token, overflow classes are not scheduled in other campus classrooms until the primary users classes are scheduled.
- 10) Requests for classroom moves should come to Office of the Registrar through the department administrative assistant.
- 11) After formal classes are scheduled and stable, general purpose classrooms are turned over to the Event Planning Office to schedule one-time events.