Schedule of Classes Input and Classroom Assignments

- **Purpose**: Define the procedures followed regarding the scheduling of academic classes/courses and the assigning of academic classrooms.

- **Governance**: Academic Affairs and Registrar’s Office

- **History**: Created April 15, 2021

- **Policy**: The Registrar’s Office assist the academic departments with scheduling of classes input and assist with the securing of classroom assignment for on ground courses. The Registrar’s Office is responsible for ensuring each scheduled class meets the appropriate number of contact hours as defined in Policy 2:064 Credit Hours.

The Registrar’s Office prepares the academic departments for inputting the schedule of classes information and classroom assignments. The schedule input is requested from the academic departments utilizing two sets of input dates during the academic year. The schedule input dates are categorized into two specific sets of terms, Summer and Fall terms are one input and the Spring term is a separate input. The academic departments must enter all course information and classroom assignments for the Clarksville and Fort Campbell campuses during the specific input dates to ensure the Schedule of Classes is published prior to priority registration.

The Procedure for Schedule of Classes Input and Classroom Assignments is as follows:

1. To initiate the schedule of classes input, the Registrar’s Office sends an email to the department chairs, copying the academic deans, academic assistants and the Vice Provost, Student Achievement informing everyone the Summer/Fall or Spring Schedule of Classes is available for course input. The email provides information regarding the Ellucian Banner SYASECT form that is used for entering course information, class course modalities (instructional methods), schedule input deadlines, room assignment instructions and point of contacts for assistance are detailed.

2. Included in the email are five attachments to assist with schedule of classes input.
   a. Schedule Input Dates (based on term)
   b. Adding and Cancelling Courses(s) Instructions (course information is entered in SYASECT)
   c. Section Number Table – Meeting Days/Times and Section Table (assist with course and classroom assignments)
   d. Additional Information for Schedule Input of Classes-Campus Codes, Term Codes, Part-of-Term Codes, Instructional Methods, Building Codes (assist with entering the course information)
3. The Schedule Input Dates are designed to allow the academic departments two input periods for the specific term listed. The Registrar's Office will open SYASECT (Schedule) form by accessing UC4 (Workload Automation Applications Manager) and utilizing the job titled “ST_P_SYASECT_ASSIGN”. This is used for both opening and closing of SYASECT for the academic departments. The academic departments are given two (2) weeks for the initial input of classes, then SYASECT is closed for one (1) week for the Registrar's Office to review the departmental course entries. SYASECT is opened for the second and final input, allowing the academic departments an additional two (2) weeks for course input, afterwards SYASECT is closed to the academic departments. The academic departments utilizes the Schedule with Faculty Search report in Argos (Enterprise Reporting) to access a listing of the courses they have created and the information pertaining to the course. The Registrar’s Office has one (1) week to review the course entries. The scheduling specialist reviews the course information for accuracy of section numbers, day/time assignments, course modalities (instructional methods), campus codes/locations, schedule type, course capacity, special approval and building/classroom assignments.

4. Departments must assign their designated classrooms during input, priority room assignments are only for the first/initial input. During the second/final input priority room assignments will no longer be available, so any academic department can assign a classroom that is still available/open. Classrooms consist of rooms with current technology, smartboards and computers. Laboratory classrooms are equipped with individual science stations. We have some classrooms that are restricted to a specific academic department, which only allows that department usage and it is unavailable for general use. These classrooms typically belong to departments such as Nursing, where clinical beds and medical equipment are located or the Art department, where art studios consist of art material such as large easels, but no desks and chairs are located in the room. Once input is over, if the department fails to enter a room assignment, we will not move courses already assigned to a room to accommodate requests, unless it warrants the move. We request that the academic departments retrieve a record of the classes they have inputted by running the Room Schedule report in Argos and keeping it for their records. During the Registrar's Office final review of schedule of classes input, if there are any on ground courses that do not have a classroom assigned, the Registrar's Office will assign it. Descriptions of the classroom inventory can be viewed in Banner using the SLARDEF (Room Definition) form. The academic departments can locate classroom usage and availability by accessing Argos and viewing the Room Schedule with Room Comments report. Classrooms must be assigned prior to priority registration beginning. All these dates are listed on the Schedule Input Dates attachment.

5. After the schedule of classes input has concluded for the specific term, if the academic department requests a new course to be created, the scheduling specialist is
responsible for creating it. The academic departments no longer have access to SYASECT to enter course information, but they always have access to SYACMAX (Control Course Enrollment) and SIAASGN (Faculty Assignment). Due to COVID-19, modality changes were implemented during the Spring 2020 term. As the university moves forward with the Summer and Fall 2021 schedule input, any course sections that were typically offered online (WEB) or Hybrid (HYB) prior to COVID-19 can continue to be offered in that modality. If the department seeks to offer WEB, Hybrid or DVC (Desktop Video Conferencing in which class sessions are held at scheduled /synchronous times), the department chair must submit a Course Modality Change Approval request, located on the Registrar’s Office page, under Secure Faculty Forms. This request requires the dean and provost approval.

6. To ensure that the Schedule of Classes is published prior to priority registration, it is important that the academic departments follow the input timeline provided in the Schedule Input Dates attachment. This allows advisors time for advising appointments and students time to prepare for their advising sessions.

7. Insert the information from the Additional Information Sheet

8. Insert the information for the section number tables sheet