

UNIVERSITY OF WISCONSIN – SUPERIOR

Guideline: **Scheduling Classes (GL 1401)**

Cabinet Division: **Registrar’s Office (Enrollment Management)**

Date Approved: 07/22/13 (approved by Dean Liz Blue), updated 9/11/13 (added C Section info), updated 10/11/13 (added meeting patterns and OM 207A)

I. Background and Purpose

- 1.1 To ensure that all departments schedule classes in the same manner and by the deadlines established.
- 1.2 To ensure that textbook/supplemental material is entered prior to when students register for classes as required per the Higher Education Reauthorization Act.

II. Constraints

- 2.1 Timelines listed below.

III. Definitions (taken verbatim directly from AP 1127)

- 3.1 A class hour is defined as 50 minutes. The following definitions refer to the number of class hours during a semester that is approximately fifteen weeks long, or an equivalent amount of time for terms of longer or shorter duration.
- 3.2 One on-campus class credit is defined as 1 class hour of classroom or direct faculty instruction per week and an expectation of 2 class hours of out-of-class student work each week.
- 3.3 One distance learning or hybrid class credit is defined as an equivalent amount of instruction and student work leading to equivalent learning outcomes, as required for an on-campus class as defined above.
- 3.4 One laboratory credit is defined as a minimum of 2 class hours of work each week in a laboratory under the supervision of a lab supervisor/instructor and an expectation of 1 class hour of additional out-of-class student work each week
- 3.5 One studio credit hour is defined as a minimum of 2 class hours of studio work each week under the direct supervision of an instructor and a minimum of 2 class hours of individual studio work each week.
- 3.6 One ensemble music credit is defined as a minimum of 1 class hour of supervised rehearsal each week and a minimum of 2 class hours of individual student work each week
- 3.7 One internship or practicum credit is defined as at least 45 hours of supervised work in a field placement each semester
- 3.8 One individualized study credit (e.g. thesis, independent and applied music) is defined as a minimum of 3 class hours of direct instruction and/or individual work each week
- 3.9 The listings above are for Fall and Spring term classes. Continuing Ed will send a special spreadsheet to use for scheduling summer classes prior to July 1st of each year.

IV. Guidelines to be Followed

- 4.1 Registrar’s Office staff enters all curriculum changes reported and approved via UAAC and Grad Council.
- 4.2 If departments want classes rolled from previous semesters, need topics added or credits adjusted for variable credit courses, they should contact the Registrar’s Office.
- 4.3 Try to match scheduled classes to classroom capacities as best as you are able to.
- 4.3.1 Computer labs in all buildings, intended for general use, must be scheduled through the IT Department.
- 4.4 Listed below are priority classrooms. See 4. 7 for due dates to schedule priority classrooms.

DEPARTMENT PRIORITY CLASSROOMS							
Room #	Room Description	Priority Dept.	Cap.	Room #	Room Description	Priority Dept.	Cap.
ERL 101	Computer lab	IT	25	SWEN 2004	ITV Classroom	CE	25
ERL 102	Fixed seating	DBE	35	SWEN 2009		WLLC	40
ERL 201	Tables/Chairs	DBE	48	SWEN 2010		SI	40
ERL 202	Fixed seating	DBE	35	SWEN 2011		SI	40
ERL 203	Desks	DBE	36	SWEN 2002	Computer Classroom	NS (GIS)	30
ERL 205	Tiered rows-desks	DBE	60	SWEN 2003	ITV Classroom	CE	24
ERL 208	Fixed seating	DBE	26	SWEN 2004	ITV Classroom	CE	25
FA 2125		ART		SWEN 2012		WLS	40
HLIB 231		WLS	30	SWEN 2015		Provost	16
SWEN 1004	Tiered; 146 fixed tablets, 6 wheelchair spaces	HHP	152	SWEN 2009		WLLC	40
SWEN 1012	tiered; fixed tables	HBJD	80	SWEN 2010		SI	40
SWEN 1013		NS	80	SWEN 2016		WLLC	40

SWEN 1016		SSS	40	SWEN 2017		HBJD	40
SWEN 1054		EDL	60	SWEN 2020	Computer Classroom	Provost	30
SWEN 1055		NS	60	SWEN 3002		HBJD	60
SWEN 1056		NS	60	SWEN 3003		M&CS	40
SWEN 1057		SI	40	SWEN 3008		M&CS	60
SWEN 2002	Computer Classroom	NS (GIS)	30	SWEN 3009		M&CS	60
SWEN 2003	ITV Classroom	CE	24	SWEN 2016		WLLC	40

OTHER AVAILABLE CLASSROOMS & CAPACITIES

Room #	Room Description	Capacity	Room #	Room Description	Capacity
FA 1120	Seminar	12	FA 2107	Desks	24
FA 1124	Desks	24	FA 2113	Desks	24
FA 1171		18	FA 2125	Lecture hall	66
FA 1182	Computer lab	6	FA 3118	Drawing lab	30
FA 1183		24	MWC 1608	Desks	30
FA 1184	Theater design drafting	15	MWC 1701	Desks	30
FA 1213	Photo lab	12	MWC 2430	Desks	40
			MWC 2440	Desks	60

- 4.5 Below are **Discipline Specific Labs** with unique equipment and materials. The Departments indicated have control of, and responsibility for, these rooms. Other Departments should not expect to have access to these rooms; however, any Department that does have a specific need may contact the Department indicated to discuss possible use.
- 4.5.1 Some rooms include video projector, DVD/VCR combo unit, document camera, amplified sound and a laptop ready connection; it's best to personally check out any Barstow room in which you are interested. Some Swenson rooms (as indicated below) have an installed teaching computer.

DISCIPLINE SPECIFIC LABS

Room #	Room Description	Teaching Station	Department	Capacity
BARS 104	Microbiology/Physiology lab		NS	24
BARS 107	Geology lab		NS	32
BARS 108	Ecology lab		NS	28
BARS 114	Biology lab		NS	34
BARS 206	Physics lab		NS	10
BARS 210	Physics lab		NS	24
BARS 309	Organic Chemistry lab		NS	32
BARS 310	General Chemistry lab		NS	48
BARS 314	Analytical Chemistry lab		NS	20
ERL 106	Seminar/lab		DBE	15
FA 1174	Music lab	has piano	MUS	23
FA 1181	Music lab	has piano	MUS	30
FA 1215	Music lab	has piano	MUS	23
OM 207A	Music lab		MUS	705
SWEN 1017	Advanced Computer Lab	w/PC	M&CS	20
SWEN 1042	Writing Lab	w/PC	WLS	24
SWEN 1043	Writing Lab	w/PC	WLS	24
SWEN 2033	Demonstration Lab	w/PC	EDL	24
SWEN 2034	Experimental Lab	w/PC	EDL	24
SWEN 2035	Methods Lab	w/PC	EDL	24
SWEN 3011	Math Computer Lab	w/PC	M&CS	24
SWEN 3017	Computer Forensics Lab	None	M&CS	6
SWEN 3048	Language Lab		WLLC	24
SWEN 3071	Language Lab		WLLC	24

- 4.6 To schedule courses in PS, follow this path: Curriculum Management>Schedule of Classes>Maintain Schedule of Classes
- 4.6.1 Enter the SAME ACTUAL start/end dates for each section in the Basic Data tab and the Meetings tab. If these dates are not within the term or session dates, you will receive an error message. If this happens, contact the Registrar for assistance.

4.7 Deadlines for scheduling Fall, J-Term and Spring classes and Summer College classes are listed below:

Scheduling Tasks in Order FOR THE ACADEMIC YEAR TWO YEARS OUT	Spring & J-Term	Fall
Schedule rolled forward by the Registrar's Office	July 1	
Staffing requests submitted to the Dean	Wednesday prior to Thanksgiving	
Schedule approved by the Dean	Friday of the first week of December	
Dept. lists of DL classes submitted to DLC	First Day of Spring Term (January)	
Priority room scheduling ends	February 1	
Classes scheduled in PS by departments	Seven calendar days after Priority Room Scheduling ends	
Enter textbook information into the Textbook Requisition System	Last Friday in October two years out	Last Friday in March two years out
Posted to E-Hive	October 15 two years out	March 1 two years out
Registration begins	First full week of November	First full week of April

Scheduling Tasks in Order FOR THE NEXT SUMMER COLLEGE	Summer
Schedule rolled forward by the Registrar's Office	July 1
Summer College (including Distance Learning) class proposals spreadsheet to Continuing Ed (Brenda Dalpiaz)	Friday of the third week of September
Schedule Approved by the Provost and Dean of Faculty	Monday of last full week in September
Notification from Continuing Ed (Ryan Matara) to Chairs by Dept.	Wednesday of the last full week in September
Classes scheduled in PS by departments	Friday of the first week in October
Posted to E-Hive	Monday of second week in October
Enter textbook information into the Textbook Requisition System	Last Friday in March
Registration begins	First full week of April

- 4.8 Information listed in all 4.8 sections is for **Fall and Spring terms only**. For Summer College, see the *Summer College Guidebook* (provided by the Continuing Education Office) for class times.
- 4.8.1 For Fall and Spring terms, schedule class times according to the chart listed in the chart below 4.8.5
- 4.8.2 No classes should be scheduled on Thursdays from 12:00 noon to 1:00 p.m.
- 4.8.3 Do your best to schedule classes in your department throughout the day (8-4) and over the entire week (M-F). Consider other times late afternoon, evenings as well as additional opportunities for scheduling classes. This is to avoid the bunching of classes in certain days and times; this does not serve students well when they find themselves with limited course offerings available to them because of time conflicts, and doing so puts an additional strain on support staff trying to find open classrooms.
- 4.8.4 Classes can **ONLY** be scheduled using approved meeting patterns (days/times listed below). To enter meeting patterns in PS, navigate to: Curriculum Management>Schedule of Classes>Maintain Schedule of Classes>Meetings tab.
- 4.8.5 To view Meeting Pattern choices, click the spy glass in the Capacity Pat field (under the Meeting Pattern section): Choices for Meeting Patterns are listed below; **ONLY** the choices listed below may be used:
- ARR=Arranged
 - EVEN=Scheduled after 4:00 p.m.
 - F=Friday (can only be used for Summer College)
 - GRAD=Graduate Classes (courses numbered >499) **USE ONLY GRAD FOR ALL GRADUATE LEVEL COURSES**
 - M=Monday (can only be used for Summer College)
 - M-F=Monday, Tuesday, Wednesday, Thursday & Friday
 - MTWF=Monday, Tuesday, Wednesday & Friday
 - MWF=Monday, Wednesday & Friday
 - MWRF=Monday, Wednesday, Thursday & Friday
 - TH=Thursday (can only be used for Summer College)
 - TTH1=Tuesday, Thursday 110 minutes (class meets 110 minutes twice a week)
 - TTH5=Tuesday, Thursday 50 minutes (class meets 50 minutes twice a week)

- TTH7=Tuesday, Thursday 75 minutes (class meets 75 minutes twice a week)
- TU=Tuesday (*can only be used for Summer College*)
- W=Wednesday (*can only be used for Summer College*)
- WAIV=Waiver from Dean of Faculty (class does not meet any of the meeting patterns listed above). Must request and be granted approval to use WAIV from the Dean of Faculty EVERY semester.

4.8.5 The Registrar will query meeting patterns for Fall and Spring term classes after the “Dept. lists of DL classes submitted to DLC” date listed in the chart above. A report will be given to the Dean of Faculty listing any courses without an approved meeting pattern as listed above.

CLASS/LAB/STUDIO MEETING SCHEDULE			
Tuesday -Thursday classes	2 hour classes (110 min)	1 hour classes (50 min)	1 hour, 15 min. classes (75 min)
	<i>Meeting Pattern=TTH1</i>	<i>Meeting Pattern=TTH5</i>	<i>Meeting Pattern=TTH7</i>
	8:00 – 9:50 a.m.	8:00 a.m.	8:30 – 9:45 a.m.
		9:00 a.m.	
	10:00 – 11:50 a.m.	10:00 a.m.	10:00 – 11:15 a.m.
		11:00 a.m.	
	1:00 – 2:50 p.m.	1:00 p.m.	1:00 – 2:15 p.m.
		2:00 p.m.	2:30 – 3:45 p.m.
	3:00 p.m.		
	3:00 – 4:50 p.m.	4:00 p.m.	4:00 – 5:15 p.m.
Monday - Wednesday - Friday classes	Meet 3 times per week	Meet 4 times per week	Meet 5 times per week
	<i>Meeting Pattern=MWF</i>	<i>Meeting Pattern=MTWF</i>	<i>Meeting Pattern=M-F</i>
	All classes meet on the hour from 8:00 a.m. to 4:00 p.m. MWF	MTWF classes meet on the hour from 8:00 a.m. to 12:00 noon	Daily
		<i>Meeting Pattern=MWRF</i> MWRF classes meet on the hour from 1:00 p.m. to 4:00 p.m.	<ul style="list-style-type: none"> • 8:00 a.m. to 8:50 a.m. or • 11:00 a.m. to 11:50 a.m. or • 12:00 noon to 12:50 p.m.
Three-hour classes in late afternoon or evening <i>Meeting Pattern=EVEN</i>	Schedule between 4:00 p.m. and 7:00 p.m.	Normally classes should be scheduled to begin on the hour but other beginning times may be used if necessary.	

- 4.9 Textbook information should be entered by accessing the Bookstore site at www.uwsuper.edu/bookstore, then click the red Faculty Adoptions icon at the bottom of the screen. Note: This site requires log-in information. If faculty do not have a log-in and password for this site, they should contact the bookstore director. The bookstore director sends out email reminders to all faculty each term for when these entries are due and specific instructions about how to access the system.
- 4.9.1 Every course should have a submission in the Textbook Requisition System by the deadline listed 4.7. For courses that do NOT require a textbook, choose the “No textbook required” button and submit.
- 4.10 The following section identifiers listed below are entered in the first character of the class section number; these are used to identify the types of classes offered.

Code	Description	Fall & Spring Sections	Summer Sections
0	Full term class	001	
1	Credit carrying section for full term with lab (scheduled with a 5)	101	
2	Mini class NOT full term	201	
3	Mini class with a lab (scheduled with 5)	301	
5	Non-credit lab (scheduled with 1 or 3)	501	
8	Distance Learning class off campus	801	
9	Regular Extension (Continuing Ed) no SEG fees since students are Non-Degree Seeking; however if a regular class uses this section code, then SEG fees are charged	915, 920 (9V=ITV)	915,920 (9V=ITV)
A	Cross-registration class	A04, A05	
B	Business Alliance	B07, B08	
C	Online course—credits count in plateau (this is for on line sections scheduled by departments to serve on-campus students, usually to accommodate instructors on partial leave, or adjuncts remote from campus)		
D	Extension Distance Education NOT USED		

E	Distance Learning	E1, E1A, E1B,	E1, E1A, E1B,
G	Study Abroad Placeholder	G01-G22	
HU	Health & Wellness Management (Undergraduate)	HU1	HU1
K	Summer College (<u>excludes</u> sections E, 9, X, D, M, S, N, R & Q)		K001, K101, K201, K301, K501 (labs)
L	ESL through Extension, will have SEG fees		
MG	Sustainable Management (Graduate)	MG1	MG1
MU	Sustainable Management (Undergraduate)	MU1	
N	National Student Exchange	N01	
Q	Course that include Study Abroad	Q01	Q01
R	Online class we are receiving (Library Science Consortium)	R01, R02	
S	Wisconsin in Scotland classes	S01	
W	Online course for students in the campus program. Students may enroll directly if prerequisites are met.	W01	W01
X	Extension Online (web-based class)	X19, X31	X19, X31

- 4.11 All special course fees must first be approved in writing by the Business Office and the Provost's Office. Requests for special course fees must be submitted using the Special Course Fee Form: <http://www.uwsuper.edu/budget>. Click the Forms link on the left, then scroll down to the Special Course Fee Form. Directions for completing this form can be downloaded from this same link, but scroll down to the Special Course Fees Procedures document.
- 4.11.1 Special course fees (when approved) are charged when there is special expense involved in a course; these fees must be used solely for the course involved.
- 4.11.1.1 UW System Policy (Financial Administration Special Course Fees—G29) states that “special course fees shall be used solely for approved purposes and in support of the courses for which the fees were assessed. Institutions must strive to provide all students, in a course who are charged a special course fee, with a reasonable opportunity to benefit equally from the fee. Institutions may not use special course fees as a substitute for obtaining adequate regular budget support for a course. Institutions are prohibited from charging special course fees for costs that should reasonably be covered by the institution's regular budget”.
- 4.11.2 Required special course fees must be clearly specified in the University catalog and in the online class schedule. Departments enter approved course fees in the class notes on the PS class scheduling panels. Use the phrase “special course fee”.
- 4.11.3 The charges are applied by the Cashier's Office.
- 4.11.4 Questions regarding special course fees should be directed to Budget and Policy Analyst at extension 8473.

V. Compliance

- 5.1 Approved by the Dean Liz Blue (7/22/13), updated 9/11/13, updated 10/11/13
- 5.2 No consequences
- 6.3 Department Chairs and Scheduling Associates are aware of this Guideline

VI. Attachments

- 6.1 None