Spring 2015
8A, 8B & 15 Week Sessions
COURSE SECTION
SCHEDULING
October 1, 2014
Office of the Registrar
Spring 2015 Term
Day/Time Course Offering Guidelines

- 15 Week Session - Part of Term 1
  - January 20, 2015 – May 12, 2015

- 1st 8 Week Session – Part of Term 8A
  - January 20, 2015 – March 10, 2015
  - March 23, 2015 – May 12, 2015

- 2nd 8 Week Session – Part of Term 8B
  - March 23, 2015 – May 12, 2015
15 Week Term

MWF or MTWF Meeting Times (3 or 4 credit hours):

- 0700-0750
- 0800-0850
- 0900-0950
- 1000-1050
- 1100-1150
- 1200-1250
- 1300-1350
- *1400-1450
- *1500-1550
- 1600-1650
- 1700-1750
- 1800-1850

*Please do not schedule courses on Friday between the hours of 2pm – 4pm.
15 Week Term

TR Meeting times (3 credit hours):

0800-0920
0930-1050
1100-1220
1230-1350
1400-1520
1530-1650
1700-1820
15 Week Term

MW Meeting times (3 credit hours):

1400-1520
1530-1650
1700-1820

S Meeting times (3 credit hours):

0800-1050
1100-1350
1400-1650
15 Week Term

M – F One Day a week meeting times (1 or 3 credit hours):

- Begin classes at or after *1400
- Start classes on the scheduled times associated with the particular day (Monday, Wednesday or Friday* 1400, 1500, 1600 or 1700; Tuesday or Thursday 1400, 1530 or 1700)
- One (1) credit classes should look for opportunities in rooms on Thursdays during the time slot of a 4 day a week, 3 or 4 credit hour class (examples: MATH 1113 or MATH 1124)

*Please do not schedule courses on Friday between the hours of 2pm – 4pm.
8 Week Sessions
Suggested Times

**MWF Meeting Times (3 credit hours):**

<table>
<thead>
<tr>
<th>Time</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800 – 0950</td>
<td>1400 – 1550</td>
</tr>
<tr>
<td>1000 – 1150</td>
<td>1600 – 1750</td>
</tr>
<tr>
<td>1200 – 1350</td>
<td>1800 – 1950</td>
</tr>
</tbody>
</table>

*Please do not schedule courses on **Friday** between the hours of 2pm – 4pm.*
8 Week Sessions
Suggested Times

**TR Meeting times (3 credit hours):**

0800 – 1050
1100 – 1350
1400 – 1650
1700 – 1950
8 Week Sessions

Suggested Times

M – S One Day a week meeting times (3 credit hours):

0800 – 1330
*1400 – 1930

*Please do not schedule courses on Friday between the hours of 2pm – 4pm.
Office of the Registrar  
Prairie View A&M University  
**REVISED** Contact Hours Guidelines (as of 9/29/04)

### LEC & SEM

<table>
<thead>
<tr>
<th>Number of credits hours per course</th>
<th>Contact hours per week (*long semester)</th>
<th>Contact hours per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>75</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>90</td>
</tr>
</tbody>
</table>

### LAB

<table>
<thead>
<tr>
<th>Number of credits hours per course</th>
<th>Contact hours per week (*long semester)</th>
<th>Contact hours per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>90</td>
</tr>
</tbody>
</table>

### PRL

<table>
<thead>
<tr>
<th>Number of credits hours per course</th>
<th>Contact hours per week (*long semester)</th>
<th>Contact hours per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>.5</td>
<td>7.5</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>1.5</td>
<td>22.5</td>
</tr>
</tbody>
</table>

### Combinations of contact hours

Based on contact group information from the Course Inventory (Screen 125)

<table>
<thead>
<tr>
<th>Example Course</th>
<th>Contact hours for LEC</th>
<th>Contact hours for LAB</th>
<th>Contact hours per week (*long semester)</th>
<th>Contact hours per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>GNEG 1011</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>TECH 4082</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>TECH 3103</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>75</td>
</tr>
<tr>
<td>HUPF 3053</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>BIOL 3064</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>90</td>
</tr>
<tr>
<td>CODE 5026</td>
<td>2</td>
<td>8</td>
<td>10</td>
<td>150</td>
</tr>
<tr>
<td>NURS 5245</td>
<td>2</td>
<td>12</td>
<td>14</td>
<td>210</td>
</tr>
<tr>
<td>PHYS 2014</td>
<td>3</td>
<td>2</td>
<td>5</td>
<td>75</td>
</tr>
<tr>
<td>CVEG 4024</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>90</td>
</tr>
<tr>
<td>BIOL 1015</td>
<td>3</td>
<td>4</td>
<td>7</td>
<td>105</td>
</tr>
</tbody>
</table>

*Contact hours per week will increase for summer sessions. Contact hours per semester remains consistent for any semester.*

### Method of Instruction

<table>
<thead>
<tr>
<th>Method of Instruction</th>
<th>Contact hours per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND (Independent Study)</td>
<td>Minimum of 15</td>
</tr>
<tr>
<td>PRA (Practicum)</td>
<td>Minimum of 15</td>
</tr>
<tr>
<td>DSR (Dissertation)</td>
<td>Minimum of 15</td>
</tr>
<tr>
<td>THE (Thesis)</td>
<td>Minimum of 15</td>
</tr>
</tbody>
</table>
General Scheduling Reminders

- **Assigning Instructors:**
  - Using their F****** or if you do not have their number you can click on the love button to do a search for their name once you find it double click and save.
  - All tenure-track and tenured faculty names can be listed at the time of build.
  - Adjuncts and special faculty who have contracts at the time of build - names can be included during build also.
  - Faculty should be listed when courses are built.

- **Changing Instructors:**
  - Highlight Instructor name → Record Remove → Save → Add new Instructor name → Save

- **Finding Available Classrooms:**
  - Under Meeting Location and Credits tab, make sure building and classroom spaces are blank → Click on Options → Select Room Availability (SLQMEET) → Next Block twice → Select a classroom based on the maximum enrollment for the section and double click on your selection → Save
  - Please watch the capacity of your classrooms. Please do not go over capacity, it is very hard to find other rooms.

- **Changing Classrooms:**
  - Delete building number (if applicable) and classroom number → Enter new building number and classroom number → Save (if students are registered you will get a warning)

- **Grade Mode:**
  - Grade mode should **always** be S (standard).
General Scheduling Reminders (Continued)

- **Independent Study Forms:**
  - Each form should have 2 course prefixes and numbers (ex: ENGL 5993-the Independent Study Course, and ENGL 5133- the actual topic the student is to study. Please don’t place a section number as the Registrar’s office will use the first available section number. Contact hours should coincide with SCH (ex: 5993 = 3 semester credit hours). Please don’t set up a different SCH course under a 3 SCH Independent Study Course (ex: 5993 and 5436), otherwise student will not receive proper credit for hours worked. Brailsford College of Arts and Sciences please speak to me about variable credits.
  - Please make sure that your department has approved Independent Study forms for all level courses that you offer independent studies for.

- **Deleting sections during Administrative Cleanup periods:**
  - In order to properly delete your sections, please enter DD, then record remove for each student.

- **Special Topics:**
  - All sub-titles for Special Topic Courses must be approved by Academic Affairs and received by the Registrar’s office before a section for that sub-title is built.
  - The Schedule Coordinator will notify department when sub-title has been added to SCACRSE with the coinciding section number.
  - **Department Scheduler will then proceed to build the section, however, do not add the sub-title in SSASECT. Notify the Schedule Coordinator when the section is ready for the sub-title to be added. Please provide the CRN number.**
  - Schedule Coordinator will make the sub-title change and notify department with completed. Schedulers are not to change titles under any circumstance.
General Scheduling Reminders (Continued)

- **Distance Learning Course Sections:**
  - **Hybrid/Blended Course:** A course in which at least 50%, but less than 85% of the planned instruction occurs when the students and instructor(s) are not in the same place.
    - All Hybrid Courses must be approved by the Office of Distance Learning. No Exceptions.
    - Hybrid sections should be coded with a “Y” in the section number (i.e.: Y01, Y02)
  - **Online Course:** A course in which 100% of the instruction occurs online (Ecourses).
    - All online Courses must be approved by the Office of Distance Learning. No Exceptions.
    - Online sections should be coded with a “Z” in the section number (i.e.: Z01, Z02)
  - **2-Way Video:** A 2-way video course is a synchronous course that is delivered in two different physical locations simultaneously and linked by a live 2-way video connection.
    - All 2-Way Video Courses must be approved by the Office of Distance Learning. No Exceptions.

**Note:**

**Web Assist Classes:**

Please do not confuse Web assist with Hybrid. Web assist does not need approval because it is not an instruction mode.

It is still a 100% Face to Face class, but the instructor may post items such as a syllabus or homework assignments on the web for students to access. However, the class still meets for the full amount of contact hours as outlined by the Texas Higher Education Coordinating Board (THECB).
Questions/Comments

Thank you!