Summer, Fall and Spring
2015 - 2017
COURSE SECTION
SCHEDULING
February 16, 2015
Office of the Registrar
Summer Terms
Day/Time Course Offering Guidelines

Summer 2015

- 10 Week Session
  - June 1 – August 5

- 1st 5 Week Session – S5A
  - June 1 – July 2

- 2nd 5 Week Session – S5B
  - July 6 – August 5

Summer 2016

- TBA

Last Updated 02/16/2015
Summer Terms

Day/Time Course Offering Guidelines

Summer 2017

TBA
Summer 2015
Number of Meeting Days per Session

10 Week Session: 6/1 – 8/5

<table>
<thead>
<tr>
<th>Day</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>10</td>
</tr>
<tr>
<td>Tues</td>
<td>10</td>
</tr>
<tr>
<td>Wed</td>
<td>10</td>
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<tr>
<td>Thu</td>
<td>09</td>
</tr>
<tr>
<td>Fri</td>
<td>09</td>
</tr>
<tr>
<td>Sat</td>
<td>08</td>
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</table>

1st 5 Week Session: 6/1-7/2

<table>
<thead>
<tr>
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<th>Days</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Tues</td>
<td>5</td>
</tr>
<tr>
<td>Wed</td>
<td>5</td>
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<tr>
<td>Thu</td>
<td>5</td>
</tr>
<tr>
<td>Fri</td>
<td>4</td>
</tr>
<tr>
<td>Sat</td>
<td>4</td>
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</table>

2nd 5 Week Session: 7/6-8/5

<table>
<thead>
<tr>
<th>Day</th>
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</thead>
<tbody>
<tr>
<td>Mon</td>
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</tr>
<tr>
<td>Tues</td>
<td>5</td>
</tr>
<tr>
<td>Wed</td>
<td>5</td>
</tr>
<tr>
<td>Thu</td>
<td>4</td>
</tr>
<tr>
<td>Fri</td>
<td>4</td>
</tr>
<tr>
<td>Sat</td>
<td>4</td>
</tr>
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</table>

Last Updated 02/16/2015
Summer 2016
Number of Meeting Days per Session
TBA
Summer 2017
Number of Meeting Days per Session
TBA
**Contact Hours Calculator**

For calculating contact times for all types of courses (including those that meet less than 5 days a week), use the calculator provided by the Registrar’s office along with the Contact Hours Guidelines (next slide) to determine the meeting duration for a course section per day.

Example: For a 4 SCH Lecture course, meeting 4 days a week in a 10 week session (40 days long) the meeting duration is 1 hour and 30 minutes (rounded up to nearest 10th) per class day.

<table>
<thead>
<tr>
<th>Calculate Meeting Times for Summer Terms</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of days</td>
<td>40</td>
</tr>
<tr>
<td>Min. Req. Contact hours</td>
<td>60</td>
</tr>
<tr>
<td>Hours/day</td>
<td>1.50</td>
</tr>
<tr>
<td>Mins/day</td>
<td>90</td>
</tr>
<tr>
<td>Required Meeting Time</td>
<td>1:30</td>
</tr>
</tbody>
</table>

round up to next 5th or 10th minute if necessary

--- Enter Value here

Enter Number of days in the session

Enter Contact hours here from ‘Contact Hours Guidelines’

Schedule your course section for at least this duration

Last Updated 02/16/2015
**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>GNEG1011</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>TECH4082</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>TECH3103</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>75</td>
</tr>
<tr>
<td>HUPF3053</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>BIOL3064</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>90</td>
</tr>
<tr>
<td>CODE5026</td>
<td>2</td>
<td>8</td>
<td>10</td>
<td>150</td>
</tr>
<tr>
<td>NURS5245</td>
<td>2</td>
<td>12</td>
<td>14</td>
<td>210</td>
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<td>PHYS2014</td>
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<td>5</td>
<td>75</td>
</tr>
<tr>
<td>CVEG4024</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>90</td>
</tr>
<tr>
<td>BIOL1015</td>
<td>3</td>
<td>4</td>
<td>7</td>
<td>105</td>
</tr>
</tbody>
</table>

*Contact hours per week will increase for summersessions. Contact hours per semester remains constant 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>

Last Updated 02/16/2015
10 Week Summer Session
5 days per week (3 credit hours LECTURE)

• Monday, June 1 – Wednesday, August 5, 2015
• Summer 2016 TBA
• Summer 2017 TBA
• class days meeting on Monday – Friday 1 hour
• **Meeting times:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>0700 – 0750</td>
<td>1200 – 1250</td>
</tr>
<tr>
<td>0800 – 0850</td>
<td>1300 – 1350</td>
</tr>
<tr>
<td>0900 – 0950</td>
<td>1400 – 1450</td>
</tr>
<tr>
<td>1000 – 1050</td>
<td>1500 – 1550</td>
</tr>
<tr>
<td>1100 – 1150</td>
<td>1600 – 1650</td>
</tr>
</tbody>
</table>
10 Week Summer Session
4 days per week (3 credit hours LECTURE)

- Monday, June 1 – Wednesday, August 5, 2015
- Summer 2016 TBA
- Summer 2017 TBA
- class days meeting on four days Monday – Thursday 1 hr. 20 min.

**Meeting times:**

- 0700-0820
- 0830-0950
- 1000-1120
- 1130-1250
- 1300-1420
- 1430-1550
- 1600-1720
- 1730-1850
1st 5 Week Summer Session
5 days per week (3 credit hours LECTURE)

• Monday, June 1 – Thursday July 2, 2015
• Summer 2016 TBA
• Summer 2017 TBA
• class days meeting on Monday – Friday 2 hours
• Meeting times:

  0700-0850    1300-1450
  0900-1050    1500-1650
  1100-1250    1700-1850

Last Updated 02/16/2015
1st 5 Week Summer Session

4 days per week (3 credit hours LECTURE)

• Monday, June 1 – Thursday, July 2, 2015
• Summer 2016 TBA
• Summer 2017 TBA
• class days meeting on Monday – Thursday 2 hrs. 20 min.
• Meeting times:

  0700-0920       1200-1420
  0930-1150       1430-1650
2nd 5 Week Summer Session
5 days per week (3 credit hours LECTURE)

- Monday, July 6 – Wednesday, August 5, 2015
- Summer 2016 TBA
- Summer 2017 TBA
- class days meeting on Monday – Friday 2 hrs.
- **Meeting times:**

  0700-0850  1200-1350
  0900-1050  1500-1650
2nd 5 Week Summer Session
4 days per week (3 credit hours LECTURE)

• Monday, July 6 – Wednesday, August 5, 2015
• Summer 2016 TBA
• Summer 2017 TBA
• class days meeting on Monday – Thursday 2 hrs. 20 min.
• **Meeting times:**

  0700-0920  1230-1450
  0930-1220  1500-1650
Fall Terms
Day/Time Course Offering Guidelines

Fall 2015

- 15 Week Session
  August 24 – December 8
- 1st 8 Week Session – 8A
  August 24 – October 13
- 2nd 8 Week Session – 8B
  October 19 – December 8

Fall 2016

TBA

Last Updated 02/16/2015
Fall Terms
Day/Time Course Offering Guidelines

Fall 2017

TBA
15 Week Term

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>0700-0750</td>
<td>1300-1350</td>
</tr>
<tr>
<td>0800-0850</td>
<td>1400-1450</td>
</tr>
<tr>
<td>0900-0950</td>
<td>1500-1550</td>
</tr>
<tr>
<td>1000-1050</td>
<td>1600-1650</td>
</tr>
<tr>
<td>1100-1150</td>
<td>1700-1750</td>
</tr>
<tr>
<td>1200-1250</td>
<td>1800-1850</td>
</tr>
</tbody>
</table>

Last Updated 02/16/2015
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

Last Updated 02/16/2015
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)
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).

- **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: $599\frac{2}{3}$ = 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.

Last Updated 02/16/2015
General Scheduling Reminders (Continued)

- **Independent Study Forms:**
  - Please make sure that your department has approved Independent Study forms for all level courses that you offer independent studies for.

- **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).

- **Hybrid 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)

- **Deleting sections during Administrative Cleanup periods:**
  - If you are having trouble deleting sections, please enter the 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.**

Last Updated 02/16/2015
Questions/Comments

Thank you!