



PRAIRIE VIEW  
A&M UNIVERSITY

# Spring 2020 Scheduling Guidelines

Office of the Registrar

# Room Selection Guidelines

- Do not hold rooms for course sections you “plan” to schedule.
- You may be asked to increase maximum enrollments in sections to decrease the number of small sections. Please be mindful of where you have historically had small sections and schedule accordingly.
- You may be asked to change your time block to help increase/improve space utilization.
- **We reserve the right to change your selected classroom after we have a conversation with you.**  
We have listed some reasons that a room might be changed:
  - Specialized lab or class
  - Maximum enrollment issues
  - Violation of scheduling guidelines
  - Another class needs to be scheduled in the room and takes precedence
- **Each college will have through Thursday, October 3rd to schedule in their respective building(s), with some exceptions.**
  - Wednesday, October 2nd @ 8:00 am to Thursday, October 3rd @ 11:59 pm



# Building Assignments

- **College of Agriculture and Human Sciences**
  - AgBusiness
- **College of Arts and Sciences**
  - E.E. O'Bannon Science Building (New Science)
  - Woolfolk
  - W.R. Banks
  - Hobart Taylor
  - Harrington Science
  - Hilliard Hall
  - Northwest Houston Center
    - Communications, BA
    - Social Work, BSAW
    - Sociology, BA
  - Juvenile Justice & Psychology
    - Only courses where the maximum enrollment is higher than any rooms available in your respective buildings



# Building Assignments

- **School of Architecture**
  - Nathelyne Archie-Kennedy Building (Architecture)
  - Northwest Houston Center
    - Architecture, MARCH
    - Community Development, MCD
    - Construction Science, BS
- **College of Business**
  - AgBusiness
  - Northwest Houston Center
    - Management, BBA
    - General Business Administration, MBA
    - Accounting, BBA, MS
- **College of Education**
  - Wilhelmina Delco
  - Leroy Moore Intramural Gym (New gym)
  - Northwest Houston Center
    - Educational Administration, MED
    - Counseling, MA



# Building Assignments

- **College of Engineering**
  - Gilchrest
  - CL Wilson
  - SR Collins
  - New Electrical Engineering Building
- **College of Juvenile Justice and Psychology**
  - Don K. Clark Building (Juvenile Justice & Psychology)
- **College of Nursing**
  - PVAMU Houston Nursing Center
  - Northwest Houston Center



# Standard Class Meeting Time Guidelines

- Classes should not be scheduled from 3:00 p.m. – 5:00 p.m. on Fridays.
- All meeting times must start on the hour or the ½ hour and follow a standard meeting pattern.
- All meeting times must end at 10 minutes to the hour or 10 minutes to the half hour, (ex.) end at 9:20 a.m., and begin at 9:30 a.m., or end at 8:50 a.m., and begin at 9:00 a.m.



# Spring 2020 16-Week Term

Credit Hour Lecture	# of Days of the Week	Length of Time
1 Credit Hour	1	50 minutes a Day
2 Credit Hours	2	50 Minutes a Day
3 Credit Hours	1	2 hour 50 Minutes
3 Credit Hours	2	1 Hour 20 Minutes
3 Credit Hours	3	50 Minutes
4 Credit Hours	2	1 Hour 50 Minutes
4 Credit Hours	3	1 Hour 20 Minutes
5 Credit Hours	2	2 Hours 20 Minutes
5 Credit Hours	3	1 Hour 20 Minutes
6 Credit Hours	2	2 Hours 50 Minutes
6 Credit Hours	3	1 Hour 50 Minutes



# Spring 2020 8-Week Terms(8A and 8B)

Credit Hour Lecture	# of Days of the Week	Length of Time
1 Credit Hour	1	2 Hours 20 Minutes
1 Credit Hour	2	1 hour 20 minutes
1 Credit Hour	3	50 Minutes a Day
2 Credit Hours	1	4 Hours and 20 Minutes
2 Credit Hours	2	2 Hours and 20 Minutes
2 Credit Hours	3	1 Hour and 50 Minutes
3 Credit Hours	1	6 Hours 20 Minutes
3 Credit Hours	2	3 Hours and 20 Minutes
3 Credit Hours	3	2 Hours and 20 Minutes
4 Credit Hours	1	8 Hours 50 Minutes
4 Credit Hours	2	4 hours 20 minutes
4 Credit Hours	3	2 hours 50 minutes
5 Credit Hours	1	10 hours 50 minutes
5 Credit Hours	2	5 hours 20 minutes
5 Credit Hours	3	3 hours 50 minutes
6 Credit Hours	1	12 hours 50 minutes
6 Credit Hours	2	6 hours 20 minutes
6 Credit Hours	3	4 hours 20 minutes





# Contact Hours Guidelines

Office of the Registrar  
Prairie View A&M University

**\*\*REVISED** Contact Hours Guidelines (as of 9/28/15)

## Lecture & Seminar

Number of credits hours per course	Contact hours per week (*long semester)	Contact hours per semester
1	1	15
2	2	30
3	3	45
4	4	60
5	5	75
6	6	90

## LAB

Number of credits hours per course	Contact hours per week (*long semester)	Contact hours per semester
1	2	30
2	4	60
3	6	90

## Private Lessons

Number of credits hours per course	Contact hours per week (*long semester)	Contact hours per semester
1	.5	7.5
2	1	15
3	1.5	22.5

## Hybrid

Number of credits hours per course	Contact hours per week (*long semester)	Contact hours per semester
3	1.5	23

## Combinations of contact hours

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

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

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

Method of Instruction	Contact hours per semester
IND (Independent Study)	Minimum of 15
PRA (Practicum)	Minimum of 15
DSR (Dissertation)	Minimum of 15
THE (Thesis)	Minimum of 15



# Frequently Asked Questions

- **How do I Assign Instructors?**
  - Using their Faculty ID# or if you do not have their number you can click on the LOV button (ellipses) to do a search for their name once you find it, click Select → Save.
  - All tenure-track and tenured faculty names can be entered at the time of the schedule build.
  - Adjuncts and special faculty who have contracts at the time of the schedule build may also be entered.
- **How do I Change Instructors?**
  - SSASECT-click on Meeting Times and Instructor Tab → Click on Instructor Block → Select Delete → Save → Select Insert and add new instructor name → Save
- **How do I find Available Classrooms?**
  - Under Meeting Location and Credits tab, make sure building and classroom spaces are blank → Select Related from menu → Select Query Available Classroom (SLQMEET) → Select a classroom based on the maximum enrollment for the section and click on Select → Save
  - **Please watch the capacity of your classrooms. Please do not go over capacity, capacity will be monitored and we reserve the right to change your selected classroom after we have a conversation with you.**
- **How do I Change 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).
- **What should the Grade Mode be?**
  - Grade mode should always be **S** (standard) mode.
- **What should the Integration Partner code be?**
  - Should always be WCT Code.



# Frequently Asked Questions

- **How do I fill out the Independent Study Forms:**
  - Each form should have **2** course prefixes and numbers (ex: ENGL 5993-the Independent Study Course, and ENGL 5133- the actual course the student is to study. Please do not place a section number as the Registrar’s office will use the first available section number.
  - Please do not use the triplicate forms. Please use the Independent Study form that can be found on the Academic Affairs website / Forms Library.
- **What is a Web Assist Course Section?**
  - A 100% Face to Face course section, 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).
  - Please do not confuse Web assist with Hybrid. Web assist does not need approval because it is not an instructional mode.
- **What is a Hybrid Course Section?**
  - A course section 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 Course sections must be approved by the Office of Distance Learning. No Exceptions.
  - Hybrid course sections should be coded with a “Y” in the section number (i.e.: Y01, Y02)
- **How do I Delete course sections during Administrative Cleanup periods?**
  - Enter student information into SZAREGS go to the course section to be dropped **place a DD code in Status field → Delete (for course where DD status is noted)→ Save. Then go to SSASECT and enter CRN Number → Delete → Save**



# Frequently Asked Questions

- **How do I request a Special Topics Course Section?**
  - Complete the Special Topics form and submit for processing. 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 Registrar's Course Inventory and 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 Registrar's Course Inventory and Schedule Coordinator when the section is ready for the sub-title to be added. Please provide the CRN number.
  - Registrar's Course Inventory and Schedule Coordinator will make the sub-title change and notify department when completed. **Schedulers are not to change titles under any circumstances.**
  - State Rule/Time Limit on Special Topics Course Offering- If the topic is offered 3 times in 5 years the topic will be deactivated. The Department and College may submit to either UG Council or Grad Council, a request for new course to be added to the course inventory.
- **What type of courses do not require rooms to be assigned?**
  - Practicum, Thesis, Dissertation, Independent Study and Internet

# Questions and Answers

- Any questions relative to the scheduling information please email below:
- [tlmontgomery@pvamu.edu](mailto:tlmontgomery@pvamu.edu)
- Insert into email subject line: Scheduling Questions Regarding Spring 2020



## Course Section Scheduling Tasks and Action Plan

**Spring 2020**

Revised 10/1/2020

<b>Task</b>	<b>Responsible Person</b>		<b>Completion Date</b>	<b>Status/Notes</b>
Roll the courses for Spring 2020 for Department Schedulers to begin course section build	<b>Registrar</b>		<b>Tuesday, October 1, 2019</b>	
Provide Scheduling Guidelines to Department Course Section Schedulers	<b>Registrar</b>		<b>Tuesday, October 1, 2019</b>	
Email a list of course sections that have been built and submit an error listing to the Department Heads for their review and corrections.	<b>Registrar</b>		<b>Friday, October 18, 2019</b>	
Department Schedulers review, make corrections and notify their deans that the schedule is complete.	<b>Department Heads</b>		<b>Friday, October 25, 2019</b>	
Dean's Admin Associate emails Office of the Registrar that schedule is complete and ready for final review <a href="mailto:tlmontgomery@pvamu.edu">tlmontgomery@pvamu.edu</a>	<b>Deans</b>		<b>Monday October 28, 2019</b>	
Suspend Academic Department Banner access	<b>Registrar</b>		<b>Monday, October 28, 2019</b>	
Final Review of the Schedule by Office of the Registrar. Registrar emails final schedule to Deans	<b>Registrar</b>		<b>Weds., October 30, 2019</b>	

## Course Section Scheduling Tasks and Action Plan

**Spring 2020**

Revised 10/1/2020

Task	Responsible Person		Completion Date	Status/Notes
Review the course schedule sent by Office of the Registrar and certify to the Provost that the schedule is complete and built according to scheduling guidelines.	<b>Deans</b>		<b>Thursday, October 31, 2019</b>	
Generate and submit a report of the completed schedule to Student Accounts-Equilla Jackson to attach course fees.	<b>Registrar</b>		<b>Thursday, October 31, 2019</b>	
Course schedule viewable via Panther tracks	<b>Registrar</b>		<b>Monday, November 4, 2019</b>	
Email to the Special Population Coordinators to finalize coding and preparation for Pre-registration	<b>Registrar</b>		<b>Monday, November 4, 2019</b>	
Email Reminder with Pre-registration dates sent to Academic Departments	<b>Registrar</b>		<b>Monday, November 4, 2019</b>	
Attach course fees to applicable course sections and email Registrar upon completion	<b>Student Accounts</b>		<b>Friday, November 8, 2019</b>	
Activate the course scheduling workflow (Academic Department Schedulers Banner access resumes)	<b>Registrar</b>		<b>Friday, November 8, 2019</b>	

## Course Section Scheduling Tasks and Action Plan

Spring 2020

Revised 10/1/2020

Pre-Registration for <b><u>Special Populations</u></b>			<b>Monday, November 11, 2019</b>	
Pre-Registration for Continuing Students	<b>Registrar</b>		<b>November 12-15, 2019</b>	
Registration for All Students			<b>November 15, 2019- January 12, 2020</b>	