

# **The University of Texas at El Paso**

## **Provost and Vice President for Academic Affairs**

### **Academic Scheduling Guidelines**

#### **Background**

In accordance with the mission of the University of Texas at El Paso, classroom resources are primarily for use by students, faculty, and staff for educational activities and programs that are directly related to the functions of teaching, research, and scholarly and artistic production. Every effort will be made to ensure that classrooms are assigned fairly, used appropriately, and accommodate the University's academic and instructional needs.

UTEP's classroom facilities are a limited resource; the goal of these guidelines is to maximize utilization as well as schedule space in a transparent, consistent, and equitable manner. These objectives and expectations apply to all academic departments and general classroom space. Classroom scheduling is a dynamic process requiring reevaluation of class size, equipment specifications, and educational changes each term. The assignment of a specific room at a specific time in a given term may not mean continuing assignment of that space.

The Registrar has responsibility for the assignment of classrooms in the general classroom pool. The Registrar's Office Scheduling Department publishes an Annual Term Scheduling Calendar with production dates and deadlines for planning the Schedule of Classes subject to approval by the Academic Deans and the Provost.

#### **I. Scheduling Classes**

Each academic department should identify a scheduling coordinator (usually the department chair or the chair's designee). The coordinator's responsibilities include receiving, updating, and maintaining the department's course offerings by term. This coordinator receives training by the Registrar's Office Scheduling Department to use the Banner Information System to create, update, and modify sections that are to be offered. Access to update directly in the Banner system is granted only during scheduled planning windows, and update capability should be limited for sections of courses not yet published. All active and published sections that require changes are processed through the Registrar's Office Scheduling Department at the request of the department chair.

The following general procedures apply when scheduling and assigning classes to available classrooms:

- A. Twice each year each academic unit submits draft reports to the Registrar's Office Scheduling Department listing the course sections it proposes to offer in the upcoming planning term(s), including the days, times and room attributes desired for each course and section. The Registrar prepares each term's Schedule of Classes.
- B. Credit-bearing classes have priority. Non-credit events and programs are assigned classroom space after credit classes have been assigned a classroom resource. This classroom assignment date will coincide with the Schedule of Classes final draft deadline as published on the Annual Term Scheduling Calendar.
- C. The Registrar's Office Scheduling Coordinator will make every effort to accommodate specific room (e.g., need for disabled access by a faculty member) and resource (e.g., technology, furniture) requests.
- D. Initial scheduling priority will be given to classes that follow the standard course offering times. Highest priority will then be given to sections with specific technology, equipment or seating style requirements in conjunction with projected enrollment. All sections offered within a department at a given day and time pattern will be reviewed to assure equity in space allocation (e.g., a department offering multiple courses/sections at the same time may not be fully accommodated with its first choice of general classrooms at the expense of departments offering limited sections at the same time.)
- E. Room and resource assignments will be scheduled for those classes that are active for the term and have a capacity assigned to them greater than zero. To optimize classroom space use, the Registrar's Office Scheduling Coordinator will match as closely as possible capacities of classrooms to the maximum enrollment cap stated by the department.
- F. Requests for the creation of additional sections after Census Day require the Dean's approval.
- G. The Registrar's Office Scheduling Department requires specific notice of classes that are to meet off-campus. Off-campus and out-of-the-country courses require prior approval from the Texas Higher Education Coordinating Board (THECB) arranged through the Curriculum and Academic Reports Coordinator in the Provost's Office. In some cases approval from the Southern Association of Colleges and Schools (SACS) is also required. Department scheduling coordinators are encouraged to contact the Curriculum and Academic Reports Coordinator in the Provost's Office as soon as planning for off-campus or out-of-the-country courses or programs begins to ensure approvals are obtained in time to offer the courses.
- H. When possible credit and non-credit classes will be scheduled in one or two buildings to conserve resources during the summer semester.

## II. Classroom Resources

- A. For classrooms scheduled jointly by an academic department and the Registrar's Office Scheduling Department, the academic department has priority in assigning courses to these classrooms through the first draft deadline as published in the Annual Term Scheduling Calendar. After this deadline, those classrooms will be available for general assignment through the Registrar's Office Scheduling Department.
- B. Facilities that have both academic and auxiliary use are available for academic needs based on a memorandum of understanding with the facility and the Scheduling Department (e.g., Union Cinema and Magoffin Auditorium).
- C. The General Classroom Pool comprises rooms scheduled solely by the Registrar's Office Scheduling Department.
- D. Departmentally controlled classrooms and labs are scheduled by the department that controls the room. The department should use these spaces to minimize demands on the general classroom pool.

## III. Changes in Classroom Assignments

- A. Instructors may not move their class from a room assignment without prior approval from the Department Chair and notice to the Registrar's Office Scheduling Coordinator ([scheduling@utep.edu](mailto:scheduling@utep.edu)) for update in the Student Information System. Updates in the Banner System are required for informational purposes for students and proper reporting (e.g., formula funding, State and UT System accountability reports), and for emergency purposes.
- B. Exceptions to capacity restrictions may only be granted in the event that enrollment will not exceed mandated Fire Code room capacities.

All changes affecting classroom assignment, such as scheduling special events, must be requested and arranged through the Registrar's Office Scheduling Department. Changes in meeting days or meeting times will be processed based on classroom availability. The academic department requesting the change is responsible for contacting the impacted students if the time and/or meeting days change.

- C. Each semester the Registrar's Office Scheduling Department will provide to the academic departments an updated standard meeting day and time matrix.\* If an academic department wishes to meet outside of the standard matrix they must complete the "*Request to Offer Course at Non-Standard Time and/or Off-Campus*" form. To obtain the form go to [www.utep.edu/register](http://www.utep.edu/register). Under "*Other Resources*" click on "*Faculty & Staff Resources*" and proceed to Faculty and Staff forms. The direct URL is <http://academics.utep.edu/LinkClick.aspx?link=Course-TimeRequest.pdf&tabid=42281&mid=77634>. The form must be approved by the department chair and college dean.

**\*NOTE:** When scheduling a course outside of the standard time matrix it restricts a student's ability to register for other courses that are scheduled according to the standard matrix. This also affects the availability of the classroom for the semester. Lab courses, however, scheduled in departmentally controlled classrooms may be offered outside of the standard meeting day and time matrix.

D. In the event of maintenance requirements or evacuation of a classroom or a building, the Registrar's Office Scheduling Department will attempt to relocate classes to temporary locations.

E. Within the first 12 days of the semester, the Registrar's Office Scheduling Department may request room changes of a department for classes based on low actual enrollment. Sections may be reassigned to smaller rooms if they do not reach projected capacities. Classroom assignments may be changed when a location is determined inadequate for a disabled student or instructor. The Disabled Student Services Office makes these determinations. Upon receiving a request from the Disabled Student Services Office to relocate a class, the Registrar's Office Scheduling Department will make every effort to work with the instructor and department chair to relocate the section to an appropriate and accessible space.

#### **IV. Examinations**

A. In accordance with the Handbook of Operating Procedures (§4.8.4) all final examinations are to be administered on the day and hour indicated in the Schedule of Classes. Any departure from the regular schedule of final examinations must have prior approval of the College Dean. The Registrar's Office Scheduling Department will make every attempt to locate adequate space.

B. Requests for additional or alternative space for exams may be made to the Registrar's Office Scheduling Department.

C. In an effort to minimize disruptions during final exams, events and review sessions are discouraged during finals weeks.

#### **V. Class Cancellation**

A. As soon as reasonably possible and not later than Census Day, department chairs should notify the Registrar's Office Scheduling Department of all scheduled classes that are being cancelled to permit the room reassignment and automatic drops for enrolled students.

#### **VI. Classroom Furniture, Fixtures and Equipment**

A. Information on the capacity of each classroom is maintained by the Registrar's Office Scheduling Department in conjunction with Facility Services to enable appropriate assignment of classes to rooms on the basis of projected enrollment. Room capacities are determined by Fire Code Regulations. Chairs or

other furniture affect the rooms' rated capacity and thus should not be moved from one room to another. If a larger classroom is required, arrangements should be made with the Registrar's Office Scheduling Department.

B. Classroom deficiencies, repair requests or equipment issues should be reported to the Registrar's Office Scheduling Department (scheduling@utep.edu) in order to route the request to the appropriate entity.

## **VII. Ad Hoc Classroom Scheduling Requests**

A. When a general classroom is not being used for instructional purposes, the room may be available for non-instructional use, with the exception of the UGLC. Non-instructional activities in the UGLC must be coordinated with the UGLC Scheduling Coordinator directly. The Registrar's Office Scheduling Department may assist with UGLC requests for section assignments, course study sessions, and exam needs.

B. Special requests for activities related to regularly scheduled classes, (i.e., thesis defense, review sessions, exams, films, combined lectures) must be requested through the Registrar's Office Scheduling Department to secure appropriate space.

C. Special requests use of scheduled classrooms for events or activities that may attract visitors to campus are subject to the approval of the Assistant Vice President for Institutional Advancement or her/his designee.

D. Outside organizations may request use of classroom space only after approval is granted by the Assistant Vice President for Institutional Advancement or his/her designee.

E. Student organizations, registered with the Student Development Center, may request class room space. Student organizations should first seek a meeting room in the Student Union before contacting the Registrar's Office Scheduling Department for possible classroom space. Classroom space will be reserved only if the Student Union cannot accommodate the request.

## **VIII. Conflict Resolution**

The Registrar's Office Scheduling Department will make every effort to resolve any room conflicts. In the event that conflicts cannot be resolved, the Registrar, Deans, and Provost's Office staff may assist in resolving the conflict. In case a conflict cannot be resolved the Provost holds final authority over assigning space.