

CENTRAL WASHINGTON UNIVERSITY

COURSE SCHEDULING PROCEDURES

The following guidelines have been developed in an effort to streamline scheduling procedures on campus and for the university centers. Central Washington University is required by the state to report space utilization for academic rooms. Therefore, all academic space utilization must be reported to Academic Scheduling (Registrar Services) or the Scheduling Center, including department-controlled rooms, labs, and distance education rooms. Courses assigned to department controlled rooms, distance education rooms, computer labs, and laboratories will be assigned manually. Courses assigned to general access space will be assigned through Schedule25.

It is impossible for the University to guarantee spaces for general access rooms since **the numbers of sections offered during the prime scheduling hours of 9a.m. – 2p.m. typically exceed the number of general access rooms available.** In order to provide equal fairness for all departments, we will utilize the Schedule25 algorithm that has been programmed to interface with MyCWU, in order for Central Washington University to better utilize space and increase efficiency.

SCHEDULING CONTROL AUTHORITY

Spaces that are not controlled by departments will be scheduled by the following scheduling authorities:

Academic Scheduling (Registrar Services):

- Distance Education rooms for academic use
- General Access rooms for academic use
- General Access computer labs for academic use

Multimedia Technology & Instructional Support (MTIS)

- Distance Education rooms for non-academic use

Scheduling Center

- General Access rooms & computer labs for non-academic use
- SURC

University Center Office Managers/Supervisors

- General Access rooms, Center Distance Education rooms & Computer Labs

ACADEMIC COURSE SCHEDULING PROTOCOL

Scheduling protocol has been designed to ensure that (1) quarterly course offerings are scheduled in a manner that promotes their availability to students, (2) faculty have reasonable scheduling flexibility for classes that cannot conform to “normal” room scheduling practices, and (3) regularly scheduled laboratory and lecture courses have suitable facilities.

When scheduling classrooms, every effort will be made by Academic Scheduling (Registrar Services) to provide the accommodations requested **with the space utilization requirements of the whole university as the objective**. Initial room scheduling priority will be given to departments located within or near a requested building.

General Scheduling Policies

1. Weekday lecture/seminar courses shall be scheduled across the hours of 7:00 a.m. to 10:00 p.m. Limited classroom space prohibits concentration of classes during prime hours.
 - (a) The normal class period will be fifty (50) minutes in length. Between the hours of 9:00 a.m. and 2:00 p.m., the formal scheduling of a class into a fractional segment of the fifty-minute class period will be prohibited without written approval by the associate dean for pedagogical reasons.
 - (b) To provide optimum use of space and to decrease overlapping of courses for students, academic departments must start classes on the hour.
 - (c) Faculty should work with their Department Chair and Associate Deans to ensure that teaching and advising load will accommodate the needs of student advising.
 - (d) All classes will have a wait list of 99 to assist students with enrollment of high demand classes.
2. Any exceptions to 1a, 1b, 1c or 1d require an approval with reason from an associate dean (with the exception of laboratory classes, studio, private lesson, graduate level courses, distance education, and university center courses). Department Chairs must submit rationale and supporting documentation to the associate dean in order to obtain approvals for block scheduling classes or not starting class on the hour.
3. Distance education courses should adhere to the following time blocks with either Monday/Wednesday or Tuesday/Thursday meeting patterns:
 - (a) Early Morning – 7:40 a.m. start time with class ending no later than 9:50 a.m.
 - (b) Late Morning – 10:00 a.m. start time with class ending no later than 12:10 p.m.
 - (c) Early Afternoon - 1:00 p.m. start time with class ending no later than 3:10 p.m.
 - (d) Late Afternoon - 3:20 p.m. start time with class ending no later than 5:30 p.m.
 - (e) Early Evening - 5:40 p.m. start time with class ending no later than 7:50 p.m.
 - (f) Late Evening - 8:00 p.m. start time with class ending no later than 10:10 p.m.

* See Appendix A for more Distance Education course information

* See Appendix F for Summer Session Class Meeting times
4. Large lecture rooms will need to meet a 60% fill ratio, in order to schedule a class in a large lecture room. Due to limitations of space on campus, we cannot place a small class into a large lecture room. This means a 75 seat classroom must have a minimum of 45 students set to enroll.

5. Any capacity increases after the Schedule of Classes has been posted on the web, must be raised by a minimum of 5 seats. This is to ensure that departments are not raising enrollment to allow one state or CWU employee into a class under the faculty/staff tuition exemption policy. CWU is required to allow full-paying students into the class first, and then we will allow faculty and staff under the tuition exemption policy into a course on space available basis.

* See Appendix D for Course Details such as Cross Listed, Special Topics, etc.

The Schedule (First Draft):

1. Submittal deadlines for all courses, including distance education, will be those established by the Scheduling Committee.
2. Academic Scheduling rolls courses from the previous year on MyCWU. This process does not roll forward room assignments or room feature requests. Therefore, each quarter academic departments must review their classroom needs prior to submitting their schedule to Academic Scheduling (Registrar Services).
3. Academic Scheduling distributes the schedule (formatted in Excel with 9 X 14 legal page layout) electronically to the academic departments and center office managers.
4. The academic departments located in Ellensburg must communicate with the University Center staff to determine any planned changes to the schedule. Ellensburg Campus Departments are responsible for reviewing all fields on the draft, and making any necessary changes for all campuses.
5. The department notes any changes on the Excel file using the formatting guidelines provided by the Academic Scheduling Supervisor located in Registrar Services. In addition to schedule changes, additions, and cancellations, departments must note any faculty Disability requirements, any requested room features, and room assignments for department controlled rooms. Schedule Formatting Guidelines and an Example can be requested from academicscheduling@cwu.edu.
6. Department chairs review the schedule for compliance to General Scheduling Policies and approval of instructor assignments, informing the university centers of any changes.

Approval Process:

- Department chairs submit the electronic schedule to associate deans for review and final approval.
 - Associate deans forward the schedule to Academic Scheduling (Registrar Services) with approval. The schedule must be submitted electronically. The department chairs must provide rationale and supporting documentation to the associate deans for special requests to schedule any new block courses during prime hours (some courses will be on a pre-approved block scheduling list).
 - Academic Scheduling (Registrar Services) will input changes in MyCWU, pre-assign any mandatory room needs, run the batch Schedule25 to assign general access rooms.
10. Once the Schedule is submitted, academic scheduling will not accept any emails to change the schedule until after rooms have been assigned. Any changes that need to be made to the schedule after rooms have been assigned must be submitted via e-mail from the department chair and approved by the associate dean.

Finalized Schedule:

1. Academic Scheduling will send Departments their finalized schedule electronically (formatted in Excel with 9 X 14 legal page layout) to include all changes submitted on the previous schedule, as well as their room assignments. Departments will be given one week to review. Submittal deadlines for the finalized schedule changes will be those established by the Scheduling Committee.
2. **Scheduling changes** should be **kept to a minimum**. **Requests must be sent** electronically on an **Excel spreadsheet**. **It is highly recommended Department Chairs confirm that their faculty have reviewed the schedule prior to submitting.**
3. **Once the schedule** has been made **available to the public** online, **courses** may **no longer be deleted**. After this point, they will be changed to **"Cancelled" status**. After the schedule has been posted, Academic Scheduling (Registrar Services) will upload a PDF copy of the schedule to the Registrar Services website. It should be noted, however, that **for the most accurate information, departments and students should view courses in MyCWU.**
4. After the schedule has been posted, requests to add or change courses will only be assigned to available academic spaces. Other programs, such as UESL, and non-academic events will not be removed from a space to accommodate the late request.
5. **University Center Scheduling Changes: Program directors and department chairs must first check with the center office manager to ensure that a schedule change or addition can be accommodated within center classrooms.** When a change can be accommodated the department will electronically submit the change to the Academic Scheduling (Registrar Services) (See attached Flow Chart.)
6. Academic Scheduling (Registrar Services) will copy centers on changes related to their campuses and will copy the Distance Ed Supervisor on any DE changes.
7. **Departments must minimize cancellations and schedule changes after the finalized schedule is submitted.**

Schedule Changes after Registration

* See following section for items that require approval

1. Faculty and departments must not change their class times without prior approval from the department chair, the associate dean and Academic Scheduling (Registrar Services). (This includes shifting the class time by fifteen minutes.)
2. **Schedule changes** must be submitted using one of the following query reports by **running a new** query and saving as an Excel spreadsheet:
 - CWSRD_SCHED_FOR_DEPT_REVIEW_B Class Sched for Dept Proofing
 - CWSRD_ENROLL_REPORT_ALL_MEET_B The Enrollment Rpt - All Meets
 - Please see the training document for more information on how to make changes to your spreadsheet. You may contact academicscheduling@cwu.edu for a copy.
3. Faculty and departments must not change or trade their assigned class rooms without prior approval from Academic Scheduling (Registrar Services) or the University Center Administration Office.
4. If a department needs to **enroll students beyond the capacity** of the assigned room, Academic Scheduling (Registrar Services) or University Center Administration office should be contacted to **ensure availability** of a larger space **before** extra students are enrolled.

5. Whenever access to a classroom located above the first floor is being used by a student with a disability, and the classroom becomes inaccessible, Academic Scheduling (Registrar Services) in cooperation with the Center for Disability Support will make every effort to relocate the class to an accessible room until access to the original room is again available. (504 rehabilitation act of 1973)
6. In the event of an emergency closure of a classroom building, Academic Scheduling (Registrar Services) will attempt to relocate classes to temporary meeting rooms if so desired.
7. Departments/University Centers are responsible for providing instructors with the necessary paperwork for obtaining classroom keys. Faculty can obtain a keycard approval form or information from their department or the university center administration office. Multimedia classrooms must be locked when not in use. If you are locked out of your office/classroom you must contact Campus Police at 509-963-2959.
8. When a department makes any of the following changes they must notify the Textbook Supervisor, Lewis Clark, at the Wildcat Shop Bookstore because it may affect the textbook inventory and distribution location.
 - Adds or Cancels a Class
 - Changes of a class Campus/Location
 - Instruction Mode changes involving to/from In Person (P), Web (WW), or ITV/Distance Ed (IT).

APPROVAL

Many course changes require approval from the Department Chair and an Associate Dean before they can be processed. It is the **department's responsibility to request approval**. Changes involving any of the following items require approval:

1. Addition of a new course or section
2. Cancellation of a course
3. Days (including summer workshop start/end dates or sessions)
4. Times
5. Instructors (including Graduate Assistants)
6. Capacity decreases
7. Capacity increases only if the department has requested to increase the enrollment less than the minimum requirement of five seats or more.
8. Units (but only for variable credit courses).
9. Course topic/special topic titles (must be active and approved through the curriculum committee process).

Instructors and Graduate Assistants

1. An instructor will not be able to be scheduled to instruct a class if they do not have the academic department specified on the Instructor/Advisor Table. The department secretary will review the Instructor/Advisor Table and if your academic department is not listed contact the Administrative Assistant to update the table. See Appendix E

2. If a department assigns a Graduate Assistant to instruct a class (such as a 101 Lab section), the department must submit this information, with proper approval, to Academic Scheduling (Registrar Services) and include the Graduate Assistant name, ID #, and **clearly state they are a “Graduate Assistant”** (not just ‘Instructor’).
3. Organizational Effectiveness is required by the state to report faculty load accurately. Therefore, all class sections that have students enrolled must have an Instructor, or Graduate Assistant, information submitted to Academic Scheduling (Registrar Services) **prior to the 10th day of instruction** (aka: ‘10th day freeze’). There cannot be any class sections with enrollment without an Instructor of record assigned.

Queries and Reports – There are many queries and reports that are available to help facilitate your scheduling needs, please refer to www.cwu.edu/hr/sites/cts.cwu.edu/hr/files/documents/9.0RunningaQuery.pdf .

FINAL EXAMS

Final exams for Ellensburg campus and University Center classes will be assigned according to the Final Exam Schedules published on Registrar Services website. If a faculty wishes to deviate from this schedule, the department chair needs to notify Academic Scheduling, with their approval, as soon as possible so the requested day/time can be entered in MyCWU and an available room assigned. The final exams must be posted in MyCWU by the 30th (calendar) day of the quarter.

For distance education courses a list will be sent to Departments, University center managers and teaching site contacts and they will all need to coordinate the same day and time for those final exams is assigned. This information should be provided to Academic Scheduling (Registrar Services) by the 10th day of classes. If no information is provided then the final exam will be scheduled on the first day of the meeting pattern and the same time and room as the regular class meetings. The final exams must be posted in MyCWU by the 30th (calendar) day of the quarter.

CENTERS

University center managers are responsible for assigning rooms in MyCWU for courses offered at their center. Other course changes including times, capacities, and instructors will be entered by Academic Scheduling (Registrar Services). All individual study and arranged courses must be processed through the Ellensburg campus. All Campus center classes will have a waitlist on their course sections of 99. This is to assist the Associate Deans in monitoring the class demand.

INSTRUCTION MODES AND DISTANCE EDUCATION SCHEDULING GUIDELINES (DE Course Scheduling Procedures – See Appendix A)

Reporting Distance Education Courses and Instruction Modes

Central Washington University is required to report all distance education courses. Therefore, it is imperative that these courses are reported on the quarterly schedule corrections submitted to Academic Scheduling (Registrar Services). All WW courses will have a \$40 web fee added to their class, and assessed to each student enrolled in that class.

Courses must be reported according to the following categories:

IT - ITV/Satellite/Teleclass (*Synchronous*): Broadcast or cablecasts live instruction. Departments need to identify which section is the primary (broadcast) section on the Schedule of Class Report that is submitted to Academic Scheduling (Registrar Services). These courses are often referred to as "DE" or "distance education" courses. Note: If there is more than one mode of instruction (such as 'IT' and 'WP'), this IT category takes precedence and will be assigned

Online (WW): Course where most or all of the regularly scheduled contact hours take place online. If the course requires face-to-face meetings (for example, proctored exams) or regularly scheduled synchronous online meetings, these meetings must be identified in the course details notes in MyCWU. (75% to 100% scheduled contact hours online).

Hybrid (WE): Course that blends online and face-to-face delivery. Proportion of the contact hours take place online to deliver content and facilitate interaction, with corresponding reduction in face-to-face meetings. (1% to 74% scheduled contact hours online).

Web Presence (WP): Web-based technology is used to supplement what is essentially a face-to-face course. Designation required for any course using the learning management system (Canvas) or other university-sponsored instructional technologies (e.g., streaming audio/video, class capture, student-response, web-conferencing) to deliver content and facilitate interaction. (0% scheduled contact hours online).

In Person (P): Traditional course which does not use the learning management system (Canvas) or other university-sponsored instructional technologies (e.g., streaming audio/video, class capture, student-response, web-conferencing). All content delivery and interaction occurs through in-person exchange during face-to-face meetings. (0% scheduled contact hours online).

If a course is taught with more than one delivery mode, please select which method of delivery is being utilized the majority of the time. MyCWU can only accommodate one form of delivery.

E-Learning

Faculty use Canvas to enhance their traditional courses with online components, while others provide full online instruction. Training is available through Office of Multimodal Learning. You can access Canvas training information online at <http://www.cwu.edu/online-learning> .

If a course is provided via Canvas, it is imperative that the students understand that they not only have to register via MyCWU to be "officially enrolled" for the course, but they also have to enroll via Canvas. It is the instructor's responsibility to ensure the students are registered on both systems.

Faculty who are teaching courses fully online or with online components in which one student credit hour per week is replaced by online learning activities need to report web based components when the course is submitted to Academic Scheduling (Registrar Services).

Appendices

DE Course Scheduling Procedures – See Appendix A

WEB Class Scheduling Procedures – See Appendix B

RESERVING SEATS – See Appendix C

COURSE DETAILS – See Appendix D

Instructor/Advisor Table – See Appendix E

Summer Session Guide – See Appendix F

Appendix A

DE Course Scheduling Procedures

Listed below are some guidelines that need to be considered in reserving a distance education facility.

1. Submittal deadlines for all courses, including distance education, will be those established by Registrar Services.
2. Distance education courses will be noted as such on the draft schedules. Courses should be submitted in the same manner as listed in the quarterly course scheduling procedures. Departments should communicate with centers about space availability. Please note distance education time schedule under General Scheduling Policies, #3.
3. For continuing education courses the procedures listed under "Priority IV" (see below) need to be followed.
4. Contact MTIS for information on broadcast capabilities for each site, and ensure that a DE room is available at the university center (contact the Center Office Manager) prior to adding or changing a course to DE after the final scheduling draft.
5. Non-distance education courses may be scheduled into a DE room, but may lose the reservation if a distance education course needs the room. If scheduling conflicts occur between DE and non-DE courses, they will be reviewed by the Scheduling Committee.
6. MTIS will coordinate technicians at the broadcast and receiving locations to ensure integrated operations.
7. The cost of operating technicians for self-support courses offered via distance education should be assessed to the department responsible.

DE Scheduling Priorities

First priority of use for distance education facilities, whether on-campus or remote, will be for regularly scheduled academic courses that require use of distance education equipment, and are processed by the Academic Scheduling (Registrar Services) for publication in the quarterly class schedule.

PRIORITY I - DEGREE PROGRAM OFFERINGS

Academic courses leading to degree completion to be offered via distance education will be submitted as part of the overall listing of courses submitted by departments and programs for any quarter.

PRIORITY II - INDIVIDUAL DEGREE COURSE

Academic courses used as open electives, electives in the major, or self-support academic program courses delivered via distance education, will be submitted as part of the overall listing of courses submitted by departments and programs for any quarter.

PRIORITY III - CERTIFICATE CATEGORY I & II PROGRAM

Academic courses leading to Category I or II certificate completion that are being offered via distance education will be submitted as part of the overall listing of courses submitted by departments and programs for any quarter.

PRIORITY IV - SELF-SUPPORT OFFERING

Self supported course offerings including; International Programs, Continuing Education, Category III Certificate Programs, Professional Development, Credit and Noncredit courses will follow the distance education scheduling procedures as follows:

1. Continuing education courses to be delivered via distance education will be identified on a Continuing Education Course Schedule Form and submitted to the Academic Scheduling by the Continuing Education Office.
2. Academic Scheduling will schedule the requested broadcast into the various distance education rooms/locations and notify MTIS of the schedule. If a time conflict is detected, Academic Scheduling (Registrar Services) will contact the requesting department to attempt rescheduling prior to notifying MTIS. If conflicts cannot be resolved they will be forwarded to the Scheduling Committee.
3. Follow procedures in steps 3-6 in the DE Scheduling Procedures section above.

PRIORITY V - NONCREDIT ACTIVITIES

Non-academic requests (workshops, meetings, teleconferencing, etc) for the use of distance education facilities are made through the Scheduling Center or University Center Administration Office.

Appendix B

WEB Class Scheduling Procedures

Asynchronous WEB Classes

In order to prepare for the increase in 100% Asynchronous/Web classes, CWU has determined that a class section will not be set up for each Campus Center for a web based class when there is only one instructor. Since a web (WW) class does not have a location, CWU will create a Web campus. This will streamline procedures for faculty, staff and students.

1. 100% Web based courses will be indicated by an "A" preceding the section number regardless of the instructors home campus.
2. The section will be indicated as "Web" campus, location set to "Off-Campus", and instruction mode of WW.
3. All web based sections will have a wait list active, and it will be set to 99 so Deans/Associate Deans may monitor the class demand.
4. Web based course sections will no longer use permission numbers to save seats for particular campuses; they will use reserve seat functionality to reserve seats based on student group, class standing and/or admission to a major/minor. For example; the IDS program has set up student groups for IDS majors at each campus center (YIDS = Yakima IDS students). Therefore, they are able to reserve seats for IDS Yakima of 10, IDS Lynnwood 10, IDS Des Moines 10 all in one section. **Note:** *You only need to use reserve seat functionality if you want to prioritize who gets into your class section. If you do not care, then you will not use reserve seats you will use requirement groups. If you need assistance setting up a special student group please email academicscheduling@cwu.edu.*
5. The Program Director, Department Chair or designee must indicate how many seats should be reserved for each student group at the time of setting up the schedule of classes. MyCWU can reserve seats based on campus only or any combination of major and campus. See section on "Reserving Seats" on page 12.
6. In some cases, due to teaching pedagogy and faculty load, there may be a need to create more than one Web based section to accommodate the student demand, and faculty pay. Some departments have

determined that in order to better manage their postings and communications on /Canvas, it is best to create 2 sections for an instructor. For example: SOC 305 has 2 sections; one for Westside Campuses (SOC305.A01 and noted that the section is open to Des Moines, Pierce and Lynnwood students), and one for Eastside Campuses (SOC305.A02 and noted that the class is open to Ellensburg, Yakima, Wenatchee, and Moses Lake). **Note:** *Using multiple sections in this particular case is appropriate, as long as there is not a section for each campus center.*

7. Use query CWSRD_ENROLL_REPORT_WEB_B - Displays counts by student campus for WEB classes that is available in reports.
8. **When a department changes the instruction mode of a class to "WW"** (75% online Web) the department must do the following:
 - Notify the enrolled students they will be assessed the \$40 Web class fee.
 - Notify the Textbook Supervisor, Lewis Clark, at the Wildcat Shop Bookstore of the change which will affect the text book inventory and distribution locations.
 - Notify Larry Beintema and Delayna Breckon for the Canvas information.

Appendix C

RESERVING SEATS

MyCWU has a reserve seat functionality that can be utilized for saving seats for particular sets of students or prioritizing seats for particular student groups. Seats can be reserved based on student group, class standing and/or admission to a major/minor. Reserve capacities use Enrollment Requirements (same as pre- and co-requisites) to designate the criteria for a particular set of reserved seats. So, before setting up a reserve capacity, the Enrollment Requirement that identifies the students must first be setup.

It should be noted there are some guidelines that must be followed when using reserve seats.

1. **Reserved seats should be submitted with your schedule of classes.** We will reserve seats only up until open enrollment.
2. Reserve seats may only be used through the week following new student orientations at all locations. This will be after registration and new student orientations.
3. Department Chairs/Program Directors can let us know if they want the reserve seats removed earlier than designated in #2 above. They can also set up different sequence numbers and/or dates for different groups to have different priorities, as long as they are aware that all reserved seats are removed by the deadline specified in #2 above.

It is also advisable to work with Academic Scheduling to **place notes** on the section **if you are reserving a section for particular groups**. Ask about special queries that may be available to monitor your enrollments for reserve student groups. Some examples are listed below.

CWSRD_ENROLL_RESERVE_DETAIL_B - Term Class Reserve Detail (By Dept/College)
CWSRD_SCHED_RESERVE_DETAIL_B - Term Class Reserve Detail (shows all)

Note: The 'From Start Date:' should be at least 2 weeks prior to Registration, and 'To Start Date:' should be the last day of Add/Drop.

Appendix D

COURSE DETAILS

Additional course issues are described below.

UNITS/TITLES - Course unit or titles changes are not permitted after a quarter's schedule has been published.

CROSS LISTED/EQUIVALENT - If a course is listed in the catalog as being cross listed or equivalent to another course, both course titles will be listed in a quarter if either course is requested to be listed by a department. They will be built as combined sections having the same time/room/instructor. In order to remove the course, both must be approved for removal.

SEMINARS/SPECIAL TOPICS/WORKSHOPS - The Curriculum Committee approves course titles for seminars, special topic, and workshop. Generic sections of these courses cannot be added to a quarter's schedule. The specific topic being offered must be listed as active in the catalog before the course is scheduled.

Appendix E

Instructor Advisor Table

Department secretaries should now have access to view the Instructor/Advisor Table.

Following is the navigation path to view the Instructor Advisor Table in MyCWU (previously known as Safari):

Main Menu>Campus Solutions>Curriculum Management >Instructor/Advisor Information > Instructor/Advisor Table

Before an instructor can be assigned to a class, your department (aka: Academic Org) must be listed in their Instructor Advisor Table, on the Approved Courses tab.

Instructor/Advisor Table | **Approved Courses**

Wellington Wildcat 22745641

Instructor Details Find | View All First 1 of 1 Last

Effective Date: 05/17/2012 **Status:** Active

Instructor Type: Assistant Professor **Advisor**

Academic Institution: CWUID Central Washington University

Primary Acad Org: CAH College of Arts and Humanities

Course Description Customize | Find | First 1-2 of 2 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus
1	ARTDEPT					
2	CNED					

Save Return to Search Notify Update/Display Include History Correct History

[Instructor/Advisor Table | Approved Courses](#)



Approved Courses information filters directly to the schedule of classes. As of this Effective Date, an instructor cannot be scheduled for a class in an Academic Department if not listed here.

If your department is not listed, you must contact your Administrative Assistant to have it added, before you send us the request to assign the instructor to your class(es).

Following is the navigation path to view the Instructor Advisor Table in MyCWU:

Campus Solutions>Curriculum Management Instructor/Advisor Information >> Instructor/Advisor Table

Appendix F

Summer Session Class Meeting Guide

Classes should be scheduled uniformly from 7:30 a.m. throughout the day, according to the nine 90 minute block periods below. **ALL CLASSES MUST START according to the scheduling guide, but may finish early if the required minutes are met.** Exceptions include graduate courses, DE courses and CWU Centers.

Block course scheduling may not be offered at the start of periods 2 and 3 (*).

1. 7:30a.m.-9:00a.m.
2. 9:10a.m.-10:40a.m.*
3. 10:50a.m.-12:20p.m.*
4. 12:30p.m.-2:00p.m.
5. 2:10p.m.-3:40p.m.
6. 3:50p.m.-5:20p.m.
7. 5:30p.m.-7:00p.m.
8. 7:10p.m.-8:40p.m.
9. 8:50p.m.-10:20p.m.

Any variation from the above time schedule will require Dean's approval.

Lecture Class Scheduling Guide

The charts below list the minimum minutes required excluding breaks.

6 WEEK SESSION					
	1 unit 500 min	2 units 1000 min	3 units 1500 min	4 units 2000 min	5 units 2500 min
1 day/week	85 min/day	170 min/day	250 min/day	335 min/day	420 min/day
2 days/week	45 min/day	85 min/day	125 min/day	170 min/day	210 min/day
3 days/week	30 min/day	60 min/day	85 min/day	115 min/day	140 min/day
4 days/week	25 min/day	-	65 min/day	85 min/day	105 min/day
5 days/week	-	-	50 min/day	70 min/day	85 min/day

For example, a five unit class in the 6 Week Session that meets MTWTh, needs to meet for 105 minutes each day to reach the required 2500 minutes.

FULL SESSION					
	1 unit 500 min	2 units 1000 min	3 units 1500 min	4 units 2000 min	5 units 2500 min
1 day/week	60 min/day	115 min/day	170 min/day	225 min/day	280 min/day
2 days/week	30 min/day	60 min/day	85 min/day	115 min/day	140 min/day
3 days/week	-	40 min/day	60 min/day	75 min/day	95 min/day
4 days/week	-	30 min/day	-	60 min/day	70 min/day
5 days/week	-	25 min/day	-	-	60 min/day

The chart below lists the minimum minutes per week for intensive courses, and workshops.

INTENSIVE SESSION AND WORKSHOPS					
	1 unit 500 min	2 units 1000 min	3 units 1500 min	4 units 2000 min	5 units 2500 min
1 week	500 min	1000 min	1500 min	2000 min	2500 min
2 weeks	250 min	500 min	750 min	1000 min	1250 min
3 weeks	170 min	335 min	500 min	670 min	835 min
4 weeks	125 min	250 min	375 min	500 min	625 min
5 weeks	100 min	200 min	300 min	400 min	500 min
6 weeks	85 min	170min	250 min	335 min	420 min

Intensive courses are regular approved catalog courses that are taught within a smaller time period, and may have a variety of start and end dates that do not match the six-week and nine-week session dates. These classes may start on or after the first day of the summer session, and end no later than the last day of the full session. Intensive courses have the same change of schedule deadlines as the six-week and full sessions. An example of an intensive course: SPAN 151, 152, and 153 are each offered for 3 weeks, one after the other is completed.

Workshops are x91, x97, x98, and x99 courses that have a variety of start and end dates throughout the summer. Students may enroll in these courses up until the first day of classes.

To calculate the minutes needed per day, divide the number listed by the number of days per week that the class will meet.

CONTACTS (Updated 3.01.2014)

OFFICE	CONTACT	PHONE #	EMAIL
Academic Scheduling		3004	academicscheduling@cwu.edu
University Centers Director of Operations	Melanie Palm	3710	PalmM@cwu.edu
Central Region: (Based out of) Des Moines	Cathy Anderson	3861	CAnderson@cwu.edu
Eastern Region: (based out of) Yakima, Moses Lake, Wenatchee	Skye Field	3713	SField@cwu.edu
North Region: (based out of) Lynnwood, Everett CC	Faimous Harrison	3770	HarrisonF@cwu.edu
South Region: (based out of) Pierce County	Judy Colburn	3620	ColburnJ@cwu.edu
CWU – Des Moines	Jennifer Lund	3861	JLund@cwu.edu
CWU – Lynnwood	Susan Adolfi	3884	AdolfiS@cwu.edu
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CAMPUS TEACHING SITES			
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How to Manage Your Class Enrollments

What you should know

- Using permission numbers will override requisite checking - this goes for the change of schedule forms - therefore, when you sign a change of schedule form, if you want to override requisites, you need to circle the override requisite.
- Students early register by class standing (with the exception of student who applied for graduation, DSS, SSS and CAMP students) for fall, winter and spring quarters.
- Requisites cannot be enforced if they are not approved by the curriculum committee. Therefore, any requisite must be stated in the catalog in order to enforce it on MYCWU.
- Academic policy states that students may enroll in a course that is one level above their class standing.
Example: Freshmen, can register for a 200 level course, but they cannot register for a 300 or 400 level class.
Keep in mind that MYCWU does not check for the class standing requisite, therefore, you need to review your class roster, if you have a student that is not eligible for your course based on their class standing, you can send reg@cwu.edu an email notifying us to drop the students due to not meeting the class standing requisite. We will drop the student, and notify them by email.

Class Enrollments Options

1. *Waitlist*: Utilize the MYCWU waitlist process to track the demand on courses. Review the MYCWU Waitlist functionality document.
 - a. Active students on a waitlist will be enrolled as space becomes available on a first-on/first-off basis.
 - b. Student eligibility and course registration eligibility rules, such as prerequisites, time conflicts, etc., are always enforced.
 - c. Faculty may give permission to override a wait list at any time and enroll the student by signing a change of schedule form.
2. *Class Demand Report*: Available in the Reports database to track demand on courses. This query counts the number of failed registration attempts per class section based on unique CWUID numbers. It will only count a student once per class section regardless of the number of attempts. However, it will not remove an attempt count from a section, if the student is enrolled in a different section of the same course.
 - a. CWSR_ENROLL_CLASS_DEMAND_B (by department)
3. **Enrollment Report**: The enrollment report should be monitored frequently. It is recommend that the Department Chair and/or the Associate Dean run the enrollment report by academic org (EX: ACCTDEPT) or campus (EX: DESMO). This report will display the Enrollment Cap, Enrollment Total, Reserve Cap, Reserve Total, Wait Cap, and Wait Total.
 - a. CWSRD_ENROLL_REPORT_BY_CAMP_B (by campus)
 - b. CWSRD_ENROLL_REPORT_BY_DEPT_B (by academic org)
 - c. CWSRD_ENROLL_REPORT_ALL_MEET (shows all meeting patterns of a class, not just the first meeting pattern)
 - d. CWSRD_ENROLL_REPORT_ALL (Term prompt only, and shows only 1 meeting pattern)

4. **Reserve Seats:** You can use the reserve seat capability to reserve seats based on student groups, class standing or major. Reserve Capacities are used in MYCWU to “set aside” a certain number of class seats for students of a certain type (Orientation students, Continuing Freshmen, etc.)
For example, if a class has an overall enrollment capacity of 40, you could use Reserve Capacities to reserve 10 of those seats for Continuing Freshmen, and 10 seats for students in Freshman Orientations.
 - a. Reserve Capacities use Enrollment Requirements (same as Pre-Requisites and Co-Requisites) to designate the criteria for the particular reserved seats. Note: Reserve Capacities can only be used for Enrollment type sections (e.g. Lectures not zero-credit labs).
 - b. In order to set-up reserve seat limits, you should identify those reserve seats prior to early registration. The easiest and most efficient way to do this is to create a spreadsheet, and determine for each class section how many seats you want reserved for special groups. You should then obtain the approval of your Associate Dean, who can submit the request to our Academic Scheduling team, by emailing academicscheduling@cwu.edu.
 - c. Departments can only set reserve capacities on their own classes, but we ask you to consider needs of other departments, if you are setting reserve seats on courses that serve other programs.
 - d. **Reserve seats are released on the first day of open enrollment.**
5. **Instructor/Department Consent:** A permission number is a 6-digit number given to students, by the instructor of the course, or the department that offers the course. Once students receive the permission number, they may register for the class online. Permission numbers become ‘used’ only after an enrollment request is successful. You can run a query to see your permission numbers CWSRD_PERM_NBR_SUB_RANGE_B
6. **Check Attendance:** Faculty should check their class rosters during change of schedule and periodically throughout the quarter. Faculty can send an email to reg@cwu.edu to notify the Registrar to drop a student, if they have not attended at all during the first three days of classes. This will allow other students that are still trying to add classes the opportunity to enroll in the class, or get signed in by the instructor. Keep in mind, if it is past the third day of the change of schedule period you will need to sign the student in on a “Change of Schedule Form”.
7. **Faculty/Staff Link:** Registrar Services has created a Faculty and Staff link from the Registrar’s homepage located at www.cwu.edu/registrar.
 - e. Links are available to:
 1. Academic Scheduling
 2. Family Educational Rights and Privacy Act (FERPA)
 3. MYCWU online access
 4. Managing Your Enrollments
 5. Security Policy for MYCWU Users
 6. Wait List Policy