



C.W. BILL YOUNG HALL

INTERDISCIPLINARY SCIENCES

The Zimmerman School of Advertising & Mass Communication

Office of the Registrar
Academic Space & Scheduling
Processes and Procedures

Academic Space & Scheduling

Academic Space & Scheduling is an integral part of the Office of the Registrar under the leadership of Enrollment Planning and Management in the Division of Student Success.

The Office of the Registrar (URO) leads a hub of critical services for students, faculty and staff, including student and academic record keeping, a conflict-free academic schedule, registration, graduation, data reporting and state and federal compliance to support the University's educational programs. The mission is accomplished in accordance with institutional academic policies and practices as well as adherence to rules of other external regulatory agencies. The URO is responsible for maintaining the course schedule in Banner. All questions related to Banner use and operations are directed to AskSpace@usf.edu.

Academic Space & Scheduling's purpose is to ensure the catalog of courses and classroom space utilization is managed in conjunction with the University's teaching and learning environment. These essential functions are achieved by creating a culture of communication, partnership, and a common objective to support USF student success.

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Table of Contents

Scheduler Responsibilities	1
<i>Class Scheduling Timetable</i>	1
<i>Listserv</i>	1
Faculty Responsibilities	2
<i>Dedicated Space</i>	2
<i>Classroom Furniture</i>	2
Academic Space Assignments	3-10
<i>Space Assignment Guidelines</i>	3
<i>Locking and Weekend calendar</i>	4
<i>Lockouts</i>	4
<i>Final Exams</i>	5
<i>Large Capacity Requests</i>	6
<i>Special Requests</i>	7
<i>Physical Limitations</i>	8
<i>Requests for Variance</i>	9
<i>Alternative Calendar Courses</i>	10
Course Management and Setup	11-15
<i>New Course Proposal & Catalog</i>	11
<i>Grade Mode</i>	11
<i>Requisites</i>	11
<i>Schedule Type</i>	12
<i>Campus Codes</i>	12
<i>Instructional Method</i>	13
<i>Section Numbering</i>	13
<i>Overrides</i>	14
<i>Cancelled Sections</i>	14
<i>Building and Room Assignments</i>	14
<i>Alternate Calendar Course Sections</i>	14
<i>Instructor Percentage of Responsibility</i>	14
<i>Crosslistings</i>	14
<i>Gradable, Voice Response, Print</i>	15
<i>Attributes</i>	15
<i>Fees</i>	15
<i>Immunization of Off Campus Sections</i>	15
<i>Course Credit hours</i>	15
<i>Variable Topics Courses</i>	15
<i>Directed Study vs. One Person Section</i>	15
Other Affiliated Offices	16

Scheduler Responsibilities

Schedulers are responsible for adhering to the established deadlines found in the Class Scheduling Timetable established by the URO. All requests received after the posted deadline cannot be guaranteed.

<https://www.usf.edu/space/scheduling>

- To gain access to academic scheduling in Banner, you must complete FERPA and Course Scheduler training. FERPA training is in GEMS; schedulers should email AskSpace@usf.edu to acquire Course Scheduler training.
- Academic schedulers should subscribe to the [Schedule-L listserv](#) to receive important scheduling deadlines and other state mandated scheduling procedures including assignment of academic teaching space.
- 25Live is a comprehensive scheduling software allowing requestors to view events (both academic and non-academic) that are scheduled in general use classroom space. To create a viewer account for 25Live, use your netID/password to login. https://25live.collegenet.com/us-f/#home_my25live
- Email all academic course requests to AskSpace@usf.edu. This is a centralized inbox to which all personnel in Academic Space & Scheduling have access. It is essential that requests come through this mailbox to ensure that it is received in a timely manner.
- Academic Space & Scheduling requires a minimum of 2-3 business days for processing all requests. Please do not resend requests or inquire further unless it has been more than three business days.
- Event requests for General Use Space should be done through the 25Live event scheduling software. If you do not have access to request space in 25live, please contact AskSpace@usf.edu.
- It is the responsibility of the department to fully monitor their course schedule. Scheduling coordinators are responsible for ensuring that all courses follow [approved meeting time patterns](#) and meeting minutes and make use of all available times of the day. Scheduling too many courses during peak times of 9:30a-3:15p causes a shortage of general use classrooms; does not give students the flexibility to create full schedules and compromises our persistence and graduation rates.
- Schedulers may have to find department or dedicated space. Schedulers should not allow enrollment into a course without a room assignment.
- Before altering course enrollment, contact AskSpace@usf.edu. It is imperative to ensure that the change will not affect the room assignment and that an appropriately sized room is available during the necessary day and time. Do not override course enrollment or over-enroll courses. A room assignment cannot be guaranteed if it is over-enrolled beyond its assigned capacity.
- Monitor all courses on hold closely as the start of the term approaches. Departments with courses on hold need to release the rooms no later than close of business the Friday prior to the term start date.

Faculty Responsibilities

All special requests are submitted to Academic Course Schedulers in the faculty's departments prior to the deadline listed on the [Class Scheduling Timetable](#)*. A Special Request should be used when faculty need specific classroom seating orientations to facilitate their teaching methods or when faculty require special accommodations due to physical limitations (see guidelines on pages 7-8). Special requests should NOT be submitted for personal room preference or proximity to personal or departmental offices.

Room assignments are made approximately (3) months prior to the start of the term.* The schedule of courses is available for viewing in the Staff Schedule Search at any time. If there are any concerns about a room assignment, submit those through your department's scheduler before registration opens.

Faculty are welcome to inspect a classroom prior to the start of the term. Classrooms will be open for inspection the week prior to the start of each term. Photos of most rooms are available by clicking on the room number on the [General Use Classrooms lists](#).

Dedicated Space

Departments using dedicated space must follow classroom time and capacity utilization to support efficiency in student course scheduling. Course scheduling takes priority over any other departmental activities. Extra events such as faculty meetings and guest speakers should not be scheduled in academic space until after Drop/Add for the term .

Alternative calendar courses deviate from the approved meeting time patterns and should be given priority for placement in dedicated space.

Classroom Furniture

Classrooms are equipped with the appropriate number of seats per the Fire Marshal's student capacity and physical distancing capacities. Moving furniture from neighboring classrooms negatively impacts student capacity for other courses scheduled and poses safety hazards. **Please ensure that the classroom furniture orientation is returned to the way it was found.**

Room capacities posted outside the classrooms are for total occupancy of the room and include all persons. These numbers do not reflect the seating orientation and cannot be used to determine student seating capacity. The student capacity is determined by the Fire Marshal, and is based on the number of student seats. Academic Space & Scheduling cannot add or take away furniture from classrooms. All furniture in classrooms must remain in their current orientation.

If you have questions about furniture or seating, please contact AskSpace@usf.edu prior to making any changes to course enrollment to ensure compliance with these regulations.

Academic Space

Assignment Guidelines

Academic Space & Scheduling receives all requests for use of the 450 general use classrooms and schedules over 5,000 academic courses and extra-curricular events per term in a manner that is conflict-free and offers optimal use of available space for student success.

- Academic Space & Scheduling reserves the right to move classes to other rooms up through Drop/Add for optimization of space when necessary.
- All courses following the university approved time patterns will get priority for room placement. Graduate classes are expected to conform to the standard schedule timeslots to ensure optimal instructional utilization.
- Special Events will not be scheduled until the first business day following the conclusion of Drop/Add week each semester. This includes review sessions, help sessions, lecture series, tests/exams, non-academic events, etc. This is to ensure all academic courses are fully accommodated first.
- Only final exams are scheduled during the six (6) days after the term ends. All space is reserved for the exclusive use of facilitating final exams. This applies to both general use and dedicated space.
- Classrooms are equipped with the appropriate number of seats per the Fire Marshall's student capacity. Moving furniture from neighboring classrooms negatively impacts student capacity for other courses scheduled and poses safety hazards.
- No food or drinks are allowed in general use space. There are no exceptions.
- If a course is canceled, the scheduler must remove the room assignment from the course in Banner.

Locking and Weekend Calendar Schedule

A door locking schedule is prepared two weeks in advance for doors that are not automated in 25Live. Submit all changes or requests via AskSpace@usf.edu.

Last minute changes to the locking schedule cannot be guaranteed for accommodation. Please note that most general use classroom locks are automated in 25Live and open accordingly.

The weekend calendar is completed on Wednesday before the upcoming weekend. All changes to the weekend calendar must be submitted to AskSpace@usf.edu prior to that Wednesday. Dedicated space is not unlocked by Academic Space & Scheduling. It is the department's responsibility to unlock dedicated space for events scheduled over the weekend.

Submitting a request for a weekend event does not guarantee a room assignment. If a room is available for use during the requested day and time or preferred room, Academic Space & Scheduling will confirm the reservation with the event requestor after the request is processed in 25live.

Use the following timelines to request space for academic events.

Event Date	Last day to request general use rooms
If the event happens on Monday	Request on Thursday the preceding week
If the event happens on Tuesday	Request on Friday the preceding week
If the event happens on Wednesday	Request on Monday the preceding week
If the event happens on Thursday	Request on Tuesday the preceding week
If the event happens on Friday, Saturday or Sunday	Request on Wednesday the preceding week

All doors on automatic locks are scheduled to open 30 minutes prior to the scheduled event start time and lock 15 minutes after the scheduled event end time. The doors will remain unlocked between events if the gap is within 15 minutes.

Lockouts

During Standard business hours (M-F, 8a-5p) please contact AskSpace@usf.edu or (813) 974-7969 if the general use classroom door has not unlocked within these guidelines. Do not contact University Police during business hours. For General Use lockouts **outside of regular business hours or on the weekend**, contact University Police at (813) 974-2628.

Alternative Calendar Courses

An alternative calendar course is a course that does not run the full length of an academic term but still requires completion of the same number of contact hours as a full-term course. These courses require special accommodation to be placed in general use classroom space because they usually do not meet in approved university time patterns in order to complete the proper amount of contact hours in less time, meeting for longer periods each week.

- Alternative calendar courses that deviate from the approved class scheduling time patterns should be given priority for placement in **dedicated space**.
- Alternative calendar classes not in approved time patterns need to be scheduled separately for final exams. The department scheduler will work with Academic Space & Scheduling to schedule these final exams.
- Alternative calendar courses will only be assigned general use classroom space after the end of Drop/Add. All requests for rooms for alternative calendar courses should be submitted to AskSpace@usf.edu.
- Any Alternative Calendar course room requests that only meets on Saturdays can be submitted prior to Drop/Add week via email. These courses will be accommodated early due to the low demand for classroom space on Saturdays.

Section Set up

Alternative Calendar courses cannot begin or end more than **10 days total** at the cumulative beginning and end of a term. Exceptions cannot be made without putting the institution at risk of losing Title IV (financial aid) eligibility. Alternative calendar course sections need to have refund and withdrawal deadlines appropriate to their start and end dates and in keeping with applicable percentage of class meetings.

Guidelines for Final Exams

Final exam week occurs the six (6) days after classes end. It is a designated week reserved for the administration of final exams. All space is reserved for the exclusive use of facilitating final exams. This applies to both general use and dedicated space.

The [Final Exams Matrix](#) must be posted for the upcoming term at least 45 days prior to the start of the term.

All edits and revisions to the block final exam matrix must be submitted prior to the Friday preceding Drop/Add week. No changes or accommodations will be made after Drop/Add week has begun.

All final exams must conform to the university approved exam matrix in accordance with [USF Final Exam Policy](#).

If a student has a direct conflict of scheduled examinations that are scheduled according to the final exam matrix, or has three or more examinations scheduled on the same day, the student may petition the appropriate instructor to reschedule one of the student's examinations. Please see the official [USF Final Exam Policy](#) for the ordered list of priorities.

Frequently asked questions

- Exams for Alternative Calendar courses and courses on approved variances need to be scheduled separately. The department scheduler must work with Academic Space & Scheduling to schedule these finals to ensure conflict-free scheduling around approved time patterns.
- Exams for courses held in dedicated space need to be scheduled separately by the department using the same guidelines that are in place for courses in general use space.
- A block final exam is for courses that will administer the same final exam to all students of a particular course regardless of instructor or section number. All instructors administer the same exam on the same day and time to ensure that students are being tested on course content equally and to prevent academic dishonesty. The Saturday immediately following the conclusion of the academic term is the day reserved exclusively for the administration of block final exams. Block exam requests should be sent to AskSpace@usf.edu.
- For online courses that will administer face-to-face exams as a part of their curriculum, the Sunday immediately following the conclusion of the academic term is reserved. This day is exclusively for the administration of final exams for courses that meet online throughout the term but have face-to-face exams. The department scheduler will work with Academic Space & Scheduling to schedule these finals.

Guidelines for Large Capacity Requests

A large capacity request is for courses that need to utilize large general use Rooms to facilitate mass lecture course meetings or individual courses that need to accommodate a minimum of 75 students or more.

- The deadline for submitting large capacity requests is located on the [Class Scheduling Timetable](#). Submission of a large capacity request to the Academic Space & Scheduling team does not guarantee preferred room assignment.
- All large capacity requests must follow the approved class scheduling patterns. Submissions must be submitted by email to AskSpace@usf.edu separately from all other submissions due on the same deadline.

Your request should include the following information:

- a. Term
 - b. Department
 - c. Subject/Prefix
 - d. CRN
 - e. Day/Time preference
 - f. Room/Building preference
 - g. Expected enrollment
 - h. Contact phone numbers
 - i. Any additional notes or comments that will help facilitate your request
- Reasons NOT to submit a large capacity request
 - a. Online courses with large capacities that need room assignments for limited campus meetings will be assigned at the conclusion of Drop/Add week. Academic Space & Scheduling will determine day and time, building, and room placement at that time. If the first meeting must occur during Drop/Add week, it must be scheduled after 5p.m. Monday – Thursday or anytime on Friday.
 - b. Proximity to personal office or departmental offices is not considered.

Consecutive scheduling for courses capped 75+ between 9:30 am – 2:00 pm. Is not permitted.

Guidelines for Special Requests

A special request is used when a faculty member requires certain classroom seating to facilitate specific teaching methods.

- The deadline for submitting special requests is located on the [Class Scheduling Timetable](#).
- Submission of a special request to Academic Space & Scheduling does not guarantee the Request will be honored.
- All special requests must follow the approved class scheduling patterns. Submissions must be submitted by email to AskSpace@usf.edu.

Your request should include the following information:

- a. Reason for request
 - b. Term
 - c. Department
 - d. Subject/Prefix
 - e. CRN
 - f. Day/Time preference
 - g. Room/Building preference
 - h. Expected enrollment
 - i. Contact phone numbers
 - j. Any additional notes or comments that will help facilitate your request
- Reasons NOT to submit a Special Request
 - a. Online courses that need room assignments for limited campus meetings will be assigned at the conclusion of Drop/Add. Academic Space & Scheduling will determine day and time, building, and room placement at that time. If the first meeting must occur during drop/add week, it must be scheduled after 5p.m. Monday – Thursday or anytime on Friday.
 - b. Proximity to personal or departmental offices is not considered.
 - c. Personal room preference requests are not considered.

Note: All special requests must be submitted to AskSpace@usf.edu separately from all other submissions that are due by the same deadline.

Guidelines for Physical Limitations Requests

A physical limitations request is used when a faculty member requires special accommodations in classroom assignments due to physical limitations.*

- The deadline for submitting physical limitations requests is located on the [Class Scheduling Timetable](#).
- Submission of a physical limitations request to Academic Space & Scheduling does not guarantee a preferred room assignment.
- All physical limitations requests must follow the approved class scheduling patterns.
- Submissions must be submitted by email to AskSpace@usf.edu.

Your request should include all of the information of a special request (see page 7) along with the following information:

- a. Health Care Provider documentation
- b. Department Chair's signature

The documentation must be signed and dated by the health care provider as well as the Department Chair and must include:

- a. Name of the faculty member requiring a physical limitation accommodation
- b. Reason for the accommodation
- c. Academic term

The specific medical condition does not need to be stated in the note. As an alternative, the faculty member may submit their request to [Student Accessibility Services](#) or Human Resources for verification.

*USF is an Equal Opportunity/Equal Access Institution. ADA accessible teaching stations are available throughout general use classrooms. If any faculty has a disability and requires an ADA accessible teaching station, contact your department's scheduler prior to the deadline listed in the [Class Scheduling Timetable](#).

Note: All physical limitations requests must be submitted individually by email to AskSpace@usf.edu separately from all other submissions that are due by the same deadline. Submissions must include all required documentation.

Guidelines for Use of Variances

A request for variance is used when there is a pedagogical reason for a course to deviate from the University's approved class scheduling patterns. Strong written justification is required for any exceptions. Rooms will not be assigned until the department receives confirmation that the request has been fully approved.

For general use space, any deviation from the approved class scheduling patterns must be preceded by an approved Request for Variance form.

The University Registrar will review all requests as the Provost's designee. The responsibility for the final coordination of all class schedules as to time and place of meetings shall rest with Academic Space & Scheduling.

- All requests for variance must begin or end at an [approved class scheduling pattern](#).
- Requests for variance are not required for courses placed in dedicated space. It is the department's responsibility to optimally schedule courses in dedicated space.
- Receiving an approval for your request does not guarantee that a general use room will be available during your needed day and time.
- Any requests for variance receiving a notice of approval applies to **one term only**. If the need becomes evident over time, permanent status may be approved.
- There are multiple summer sessions, days, and times to choose from the [approved meeting time patterns](#). In most cases all courses can be accommodated. Requests for variance in the summer terms are discouraged.

Note: All requests for variance must be individually submitted by email to AskSpace@usf.edu separately from all other submissions that are due by the same deadline.

Incomplete requests and requests received without all required signatures will be denied.

Course Section Building Guidelines

Course Section Preparation Processes

Each course being built in the schedule building process must follow certain guidelines. The definitions and explanations of each field in Banner SSASECT are define below.

Campus Type Codes

Campus type codes designate where the course section is being taught. It may be different than the account code if the course section is being taught by a faculty member from a different campus.

Code	Description
1	Off-Campus – Tampa
3	Off-campus – Sarasota
4	Off-campus – St. Petersburg
C	Off Campus Special Programs
M	Medicine
P	St. Petersburg
S	Sarasota-Manatee
T	Tampa

Section Numbering

The section numbering format is always a three-digit **number**. Never use a letter for a section number. Use these examples as a guide for section numbering:

Tampa Courses- 001+

St. Petersburg Courses- 600+

Sarasota Courses- 500+

Evening Courses- 900

Course Section Building Guidelines (Continued)

Instructional Method

Instructional methods define how the course section is being offered to students:

- AD= All Distance Learning: 100% of direct instruction delivered using some form of technology
Zero in person meetings
- PD= Primarily Distancing Learning: 80-99% of direct instruction delivered using some form of technology. Fewer than 3 hours of in person meetings per credit hour
- HB= Hybrid Blend: 50-79% of direct instruction delivered using some form of technology
3 or more hours of in person meetings per credit hour
- CL= Classroom: Less than 50% of direct instruction delivered using some form of technology
1 – 49% of instruction is Online

Schedule Type

A schedule type must be selected regardless of instructional method (See next page for more details.)

There are several options. The most common are:

- **C - Class Lecture** is a course that is typically delivered by speech or presentations by the instructor. Class lecture is the preferred type code for a regularly scheduled course.
- **D - Discussion** is an open-ended exchange of ideas among instructors and students. Discussion type similar to a recitation. This type should be closely scrutinized before identified in the course proposal process.
- **L - Laboratory** is a period set aside for hands-on course work usually in addition to a lecture.

Override

All courses must have override information (college, dept, account #) entered onto SSAOVRR for each section. The account number should coincide with the faculty's campus affiliation.

Cancelled Sections

Remove course sections that have been cancelled, active/zero enrollment, or held for three (3) consecutive years by deleting them from Banner in SSASECT by the start of the course building process for the respective term.

Course Section

Building Guidelines (Continued)

Building and Room Assignments

Any course section that meets in-person, must have building and rooms assignments. If a course section meets in person but does not meet in a classroom, populate the meeting location with TBA% TBA and note the meeting location in SSATEXT. If a course meets online or off campus, populate the meeting location with OFF% OFF. If the course meets off campus, note the meeting location in SSATEXT.

Instructor Percentage of Responsibility

Any instructor with 10% or more Percent of Responsibility assigned will be evaluated by the students through an online evaluation tool at the end of each term. The Office of Decision Support oversees the instructor evaluation process. The total percentages of instructor responsibility must add up to 100% for each course.

Cross Listing

A cross listed course is a single course offered collaboratively through two or more departments or programs. Cross listing codes do not roll with the course and need to be designated as meeting together each term. Any unique alphanumeric code can be used as a cross listing code. For example: AA, A3, or 32 can all be used to cross list two or more CRNs but must be unique to the grouping per term.

Gradable, Voice Response, Print

Ensure that “Gradable” is selected so faculty can enter grades barrier-free. Ensure “Voice Response” and “Print” are selected so sections are visible in registration searches.

Fees

Ensure course fees are correct and added **before the start of registration**. Any fees that are missing or less than expected will not be corrected once term registration begins. If a new course is added after registration begins keep the course on hold if fees are needed. Once the fees are applied, you may activate the course. Fee submissions should be emailed to AskSpace@usf.edu.

Immunizations for Off Campus Sections

If a course meets off campus and is not 100% online (AD), the students must demonstrate meeting immunization requirements.

Variable and Fixed Credit Hours

When a course section is offered with variable credit hours, leave the credit hour field blank in SSASECT. When a course section is offered with fixed hours, list the number of hours in credit and billing in SSASECT.

Variable Topics

Variable topics vary from year to year. A specific topic should only be offered for three years before it is submitted through the course proposal process.

Directed Study vs One Person Section

Directed Study is for a specific topic that is not duplicated by an existing course within the University's curriculum. One person sections of regular courses should only be created for students who are in their last term and need that course to graduate. We review these enrollments to ensure that students have applied to graduate. Otherwise, students should seek Directed Study options.

Other Affiliated Offices

Facilities Maintenance

Facilities Maintenance is responsible for maintaining the conditions and appearance of all classrooms. Any minor repairs or maintenance issues are addressed by submitting a work order through FAMIS located within [myUSF](#).

Website: <https://www.usf.edu/administrative-services/facilities/>

Phone Number: (813) 974-2845

Classroom Technology Services

Classroom Technology Services is responsible for all technical equipment located in classrooms. Any issues regarding equipment are directed here. CTS offers training on equipment to all faculty throughout the year.

For immediate equipment assistance, contact the Classroom Helpline at (813) 974-2382.

Website: <https://www.usf.edu/it/services/teaching-learning>

Phone Number: (813) 974-2382

Student Accessibility Services

Student Accessibility Services is responsible for faculty/student accommodations in classrooms. Any questions related to special accommodations are directed here.

Course Management Guidelines

What is the process for a new course proposal?

The academic department submits a proposal for a new course through their college and then Undergraduate or Graduate Council. From there, the proposal is sent to the State (SCNS) and when approved, forwarded to the Office of the Registrar to build in the Banner course catalog. The URO must create the course in Banner catalog before a section can be created. When the course data is entered into Banner, all Parties will be notified when sections can be created. For questions about course builds, contact UROBannerCatalog@usf.edu.

Grade Mode

The grade modes are identified in the course proposal process; sections must adhere to course catalog. Changes to the grade mode beyond what is listed on the course catalog must be verified through Undergraduate or Graduate Council.

Currently the grading options are Regular, S/U Only, and Audit. S/U Grade System: Certain courses have been designated as S/U courses. The "S" and "U" grades equate to pass and fail respectively, and are used to indicate the student's final grade. These S/U Only courses are identified as such at the end of the course description in the academic catalog. "S" and "U" grades are not computed in the student's GPA, but count as attempted hours.

The method by which a student receives an "S" or "U" grade in an option course will consist of the following:

- The course may be designated to be S/U Only or
- A written agreement signed by both instructor and student shall be filed as designated by the college. The college shall set the deadline (no later than the last day of classes for the term) to finalize the S/U agreement.
- The instructor will assign a final letter grade (A, B, C, D, F or I). The grade will transmit to the URO as "S" or "U" consistent with the following:
 - Letter grade, A, B, C, or C– is equivalent to a letter grade of "S."
 - Letter grades D or F is equivalent to a letter grade of "U."

Requisites

Requisites (pre and co) must match the Banner course catalog. Changes to requisites beyond what is listed on the course master must be verified through Undergraduate or Graduate Council and must apply to all sections of the same course.

Course Management

Guidelines (*Continued*)

Schedule Type

Schedule types are identified in the Course Proposal Process. Changes to Schedule Type beyond what is listed on the course master must be verified through Undergraduate or Graduate Council. All sections inherit this Schedule Type, so careful consideration should be given to this selection.

There are several options. The most common are:

- **C - Class Lecture** is a course that is typically delivered by speech or presentations by the instructor. Class lecture is the preferred type code for a regularly scheduled course.
- **D - Discussion** is an open-ended exchange of ideas among instructors and students. Discussion type similar to a recitation. This type should be closely scrutinized before identified in the course proposal process.
- **L - Laboratory** is a period set aside for hands-on course work usually in addition to a lecture.

Course Section Building Guidelines