

Class Scheduling Procedures

1. It is our assumption that each department has a Department Scheduler and each college has a College Scheduling Coordinator. Specific details of each College Scheduling Coordinator's role may vary from college to college. The College Scheduling Coordinator is the liaison to the office of Academic Planning and Resources.
2. Lecture and Laboratory spaces have been allocated to colleges based on college instructional needs. College allocations will be reviewed periodically to ensure alignment with changes needs and demands of the colleges. Colleges can make space assignments to their departments as appropriate.
3. Beginning with the date when **Scheduling Building Begins** through the end of the **Inter-College Scheduling Period**, departments can schedule their class sections into the spaces as identified in the timelines.
 - The **Schedule Building Timelines** for each term can be accessed via the Academic Planning and Resources webpage: <https://www.cpp.edu/~academicplanning/resources/schedule-building-timelines.shtml>
4. Large lecture rooms are defined as instructional spaces with a seating capacity of 72 or higher. The **Principles and Procedures for Scheduling Large Lecture Classes** can be accessed via the Academic Planning and Resources webpage:
 - <https://www.cpp.edu/~academicplanning/resources/documents/principles-and-procedures-for-scheduling-large-classes.pdf>
5. On the **Schedule Building Timelines**, the **Intra-College** Scheduling Period is when Department Schedulers request spaces from their College Scheduling Coordinator for spaces that are allotted to their college for the department's scheduled classes.
 - As much as possible, the Department Schedulers and College Scheduling Coordinators should attempt to find spaces that are allocated to their college for all scheduled classes during this timeline.
6. On the **Schedule Building Timelines**, the **Inter-College** Scheduling Period is when any remaining available Lecture space can be assigned to any scheduled class needing a **Lecture** space. The colleges are expected to cooperate by respecting the timelines and release unused Lecture spaces that are allocated to their college.
 - The office of Academic Planning and Resources will run a process **to remove the Facility ID** from scheduled Lecture and Seminar classes that have their class status set to Tentative or Stop Further Enrollment (with the Enrollment Capacity set to zero). This is done to allow all departments and colleges to find lecture spaces for their classes.
 - As much as possible, colleges should **optimize the seat utilization rate** of the scheduled space in order to utilize spaces to the maximum extent possible for classes.
 - All **Laboratory** spaces are considered special-purpose rooms. Authorization from the college must be given to the requestor prior to assigning any Laboratory space to a scheduled class during any of the Schedule Building Timelines.
7. Department Schedulers and College Scheduling Coordinators can **search for spaces** via PeopleSoft under the '**Search for a Facility**' page. A step-by-step guide on 'Searching for a Facility' is available on the Academic Planning and Resources [webpage](#). Department Schedulers can assist College Scheduling Coordinators by identifying potential available spaces when submitting a request to the College Scheduling Coordinator.
8. Classes that are not scheduled **during an Approved Time Module** and cannot be rescheduled to an alternative Approved Time Module will need to **submit a 'Time Module HVAC/Deviation Request'** form to the office of Academic Planning and Resources for review and approval by the Associate Provost prior to Registration Advising Period for the term. For assistance, contact either **Lam Le** (Idle@cpp.edu) or **Inez Moran** (iemoran@cpp.edu).
 - https://www.cpp.edu/~academicplanning/resources/documents/2018.11-semester-time-modules-and-final-exams_11292018_.pdf
 - <https://www.cpp.edu/~academicplanning/resources/time-module-deviation-hvac-10052018.pdf>

- Classes that have been **approved to be scheduled outside of the Approved Time Modules** will need to submit a Room Scheduling for Events Request **to schedule the Final Exam**. The request may be submitted here: <https://academic.cpp.edu/roomsforevents/authenticated/default.aspx>
 - **Policy 1201 (Final Exam Policy)** requires that in-class final examinations **shall be administered only during the final exam week and only at the time published by the University**. When a student finds that two or three of his/her final examinations coincide or occur on the same day, the student may wish to arrange with the professor of one of the courses to schedule a mutually convenient time for the final examination. In these cases, while it is encouraged and hoped that the instructor and student can agree on a mutually convenient final examination time, the instructor retains the authority to permit the change of time for the examination.
9. As noted on the Schedule Building Timelines for the applicable term, the **Schedule of Classes will revert** to Academic Planning and Resources for review and **access to the schedule will be frozen** during this time. The Schedule of Classes entered by the colleges and departments should be as close to the final schedule as possible by this point.
10. Once **Academic Planning and Resources has completed their review**, the schedule will **reopen and become available** to the colleges and departments to make any necessary changes. Changes should be made prior to Priority Registration; changes that are made after registration need to be communicated with the enrolled students.
- **Do not update a Meeting Pattern** (days/times/dates) in a scheduled class section **once students are enrolled**, as it may cause scheduling conflicts for students.

THE CAMPUS IS EXPECTED TO ADHERE TO THE SCHEDULE BUILDING TIMELINES AND TO RELEASE UNUSED SPACES ALLOCATED TO THEIR COLLEGE AT THE BEGINNING OF INTER COLLEGE SCHEDULING PERIOD.