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Originating Office:	Academic Affairs
Responsible Executive:	Provost and Vice President for Academic Affairs
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Course and Classroom Scheduling

Policy Contents

I.   REASON FOR THIS POLICY

This policy has been implemented to ensure that the University of South Dakota makes the most efficient use of its classroom resources.

II.   STATEMENT OF POLICY

The university is implementing centralized and standardized course and classroom scheduling for the spring, summer and fall semesters. This policy applies to conventional classes on the Vermillion campus and is designed to ensure that the university is making the most efficient use of its classroom space while simultaneously providing access to classrooms that best meet the needs of our students and faculty.

1. Overview

    a. Academic classes and events in classrooms are scheduled by the Registrar's Office except as noted below:

        i. All DDN video conferencing rooms are scheduled by Information Technology Services (ITS).

        ii. Graduate and graduate professional courses of the School of Medicine and School of Health Sciences are scheduled by their respective staffs.

        iii. All academic classes in School of Law spaces are scheduled by School of Law staff.

iv. All science labs are scheduled by the appropriate department.

v. All Fine Arts studio and ensemble courses are scheduled by the appropriate department.

b. Semester schedules for both the fall and spring semesters will be set no later than the fourth Monday in January of the preceding year.

c. Room assignments for each semester will be completed no later than the start of the academic advising period for that semester.

d. Classroom space for non-academic events is scheduled by the Registrar's Office as follows:

i. Irregular events (ex: a mathematics contest) will be scheduled on the basis of classroom availability.

ii. Faculty and staff can search for and request an available classroom online at http://rooms.usd.edu.

iii. Confirmation of the classroom assignment will be emailed from the Registrar's Office.

iv. If you need an immediate classroom assignment contact the Registrar's Office at 605-677-5339 or classrooms@usd.edu.

2. Scheduling Authority

a. Schools, colleges and departments have first priority to schedule courses in their traditional buildings, but courses that do not make efficient use of a classroom's capacity or capabilities may be moved elsewhere on campus. Scheduling authority and responsibility are transferred to the Registrar's Office by the following dates each semester:

i. Fall Semester – February 7th

ii. Spring Semester – October 1st

iii. Summer Semester – October 1st

b. Room assignments cannot be changed after the semester date deadlines designated above without approval from the Registrar's Office.

c. In order to take advantage of first priority scheduling, course and room information must be entered into Datatel Colleague by department or school/college support staff by the deadlines that appear in the Procedures section below. Contact the Registrar's Office for information and training.

3. Scheduling of Classes for Fall and Spring Semesters

a. Classes that meet during week days on the Vermillion campus are scheduled based on standard time slots. Exceptions will be given for extraordinary circumstances that are

clearly justified by educational advantage or facilities needs. All exceptions must be approved by the academic dean and the Registrar's Office.

i. Three-credit courses that meet more than once each week must meet on a MWF or TTH pattern. Standard slots are available 8 AM to 5 PM. MWF courses are 50 minutes each session. TTH courses are 75 minutes each session.

ii. Four- and five-credit courses may be scheduled to meet on MWF and TTH meeting periods that begin at 8 AM, 10 AM, 11 AM, 1 PM or 2 PM. USD will also reserve some classrooms for 4- and 5-day usage, and the Registrar's Office will preferentially schedule such courses into those rooms.

iii. Three-hour courses that meet once weekly for pedagogical reasons should be scheduled to avoid monopolizing classrooms at peak class times.

iv. One- and two-credit courses should be scheduled at complementary times within the standard MWF or TTH framework to maximize efficient use of classrooms.

v. Departments can alleviate schedule problems by offering courses before 10 AM, after 3 PM, and on a MWF rather than TTH schedule.

b. All sections must have enrollment caps unless specifically exempted by the Registrar's Office. Those caps should reflect realistic enrollment expectations, generally in agreement with past enrollments. Caps are required for the room scheduling software to work correctly.

i. Section caps are suitable for individual sections. Either global or section caps may be used for cross-listed courses.

ii. Changes to enrollment caps made after the Registrar's Office has made its initial room assignments must be reported to the registrar.

iii. Section capacity can never exceed room capacity. Room capacity includes the fire code, available number of seats, or both, and can be checked on the registrar's portal site.

c. Cross-listings are reserved for sections that will share the same room, the same instructor, the same time, and the same days. Exceptions to this rule must be approved by the Provost's Office because they create issues with the scheduling software.

i. Cross-listed courses must have a primary course and secondary course(s).

ii. Either section capacities or the global capacity for cross-listed courses can be used for room placement.

d. Sections can only have one instructional method. Sections that are cross-listed must share the same instructional method.

4. Special Requests

a. The importance of early communication with the Registrar's Office to resolve issues well in advance of deadlines cannot be overemphasized. The Registrar's Office will work with departments to resolve questions and to achieve common sense solutions to issues.

b. Special requests, including classrooms equipped with specific types of technology, can be made by email (classrooms@usd.edu) or online at http://rooms.usd.edu.

c. The Registrar's Office will prioritize requests based on pedagogical, technological and student accessibility needs as well as the timeliness of the request.

5. Classroom Upgrades and Renovations

a. Periodic maintenance and upgrading of classroom spaces are required to provide faculty and students with the best teaching and learning environments possible.

b. Offices such as Information Technology Services and Facilities Management involved in maintenance and upgrades must follow the process for reserving a room when they need access to a classroom. Reservations can be made online at http://rooms.usd.edu. This will ensure that the registrar's office knows which classrooms are available for course assignment. Contact classrooms@usd.edu for assistance if needed.

III. DEFINITIONS

Not Applicable

IV. PROCEDURES

Fall/Spring/Summer Timeline for Departments

NOTE: The schedule-building timetable for off-campus and distance courses delivered through the Division of Continuing and Distance Education (CDE) aligns with this timetable but follows a different process that will be distributed separately by CDE.

NOTE: Classroom information and procedural documents associated with the section building and room scheduling processes can be found on the USD portal at http://link.usd.edu/3733.

First Week of November (start of the fall/spring scheduling process)
- Section Copy is completed. All campus sections for the next academic year (fall/spring) will be ready for departments to rebuild, refine and check for errors, following guidelines set forth by the registrar's Section Building Rules document.
- A spreadsheet of all courses will be sent to Deans, Chairs and Secretaries.

November-January

- Continue to modify and build sections for the following academic year. Cancel sections that will no longer be offered and check all cross listings. The word BOOKLET should be in the ASCI screen for all sections that departments intend to offer in the fall and spring semesters.
- Develop preferences for room assignments. This includes technology needs, space requirements and proximity to other teaching assignments.
- Departments place sections in rooms if they have priority placement privileges to do so.

First Monday in December

A spreadsheet of all courses that are active for the fall and spring semesters will be sent to Deans, Chairs and Secretaries. This spreadsheet will include the days and times that each section will be offered. Schedule changes may still be made.

Third Monday in December

A spreadsheet of all courses that are active for the fall and spring semesters will be sent to Deans, Chairs and Secretaries. This spreadsheet will include the days and times that each section will be offered. Schedule changes may still be made.

First Monday in January

A spreadsheet of all courses that are active for the fall and spring semesters will be sent to Deans, Chairs and Secretaries. This spreadsheet will include the days and times that each section will be offered. Schedule changes may still be made.

Third Monday in January

- A spreadsheet of all courses that are active for the fall and spring semesters will be sent to Deans, Chairs and Secretaries. This spreadsheet will include the days and times that each section will be offered. Schedule changes may still be made.
- Deans, Chairs and Secretaries will also receive course schedules in PDF Booklet format.

Fourth Monday in January

- Sections for both fall and spring semesters must be built in Datatel so the Registrar's Office can check for course conflicts such as not enough lecture halls for large courses or conflicting requests for specific classrooms.
- Preferences for room and technology needs must be emailed to the Registrar's Office via classrooms@usd.edu.
- On occasion, departments offer standard courses that by all appearances should be placed in a campus classroom but will, in fact, be taught in such a way (locally, but off-campus, for example) that will not require one. The Registrar's Office must be notified about these classes so they will not be included in the automated room scheduling process.

- Placement of sections in priority rooms by departments with authority to do so must be completed. Courses that do not make efficient use of a classroom's capacity or capabilities may be moved elsewhere on campus.
- All timeslots that are left unfilled by departments in their priority rooms after they have completed initial scheduling are left to the Registrar's Office to be filled as needed. Priority rooms containing specialized equipment will not be scheduled for general use.

February 7th (or following Monday if on a weekend)
- A spreadsheet of all courses that departments intend to offer for the fall and spring semesters will be sent to Deans, Chairs and Secretaries. This spreadsheet will include the days and times that each section will be offered.
- Deans, Chairs and Secretaries will also receive course schedules in PDF Booklet format.

February 7th-21st (Fall Semester Blackout)
- Departments cannot change, add or delete any sections for the fall semester without the consent of their School/College and the Registrar's Office.
- Departments will receive fall room placements for review.

Start of Advising for Fall Semester
- Deans, Chairs and Secretaries will get a final copy of the spreadsheet with room placements for the fall semester. This date will change every year.
- Deans, Chairs and Secretaries will also receive course schedules in PDF Booklet format.

July 1st (start of the summer scheduling process)
Deans will receive a budget allocation for the following summer's on-campus courses from Continuing and Distance Education.

First Week of July
- Section Copy is completed for summer courses. All campus sections for the next summer will be ready for departments to rebuild, refine and check for errors, following guidelines set forth by the registrar's Section Building Rules document.
- A spreadsheet of all summer courses will be sent to Deans, Chairs and Secretaries.

July-August
- Continue to modify and build sections for the following summer semester. Cancel sections that will no longer be offered and check all cross listings. The word BOOKLET should be in the ASCI screen for all sections that departments intend to offer in the summer semester.
- Develop preferences for room assignments. This includes technology needs, space requirements and proximity to other teaching assignments.
- Departments place sections in rooms if they have priority placement privileges to do so.

First Tuesday in September (day after Labor Day)

A spreadsheet of all courses that departments intend to offer for the spring and summer semesters will be sent to Deans, Chairs and Secretaries. This spreadsheet will include the days and times that each section will be offered. Schedule changes may still be made.

Third Monday in September

- A spreadsheet of all courses that departments intend to offer for the spring and summer semesters will be sent to Deans, Chairs and Secretaries. This spreadsheet will include the days and times that each section will be offered. Schedule changes may still be made.
- Deans, Chairs and Secretaries will also receive course schedules in PDF Booklet format.

October 1st (or following Monday if on a weekend)

- Preferences for summer room and technology needs must be emailed to the Registrar's Office via classrooms@usd.edu.
- A spreadsheet of all courses that departments intend to offer for the spring and summer semesters will be sent to Deans, Chairs and Secretaries. This spreadsheet will include the days and times that each section will be offered.
- Deans, Chairs and Secretaries will also receive course schedules in PDF Booklet format.

October 1st-12th (Spring Semester Blackout)

- Departments cannot change, add or delete any sections for the spring and summer semesters without the consent of their School/College and the Registrar's Office.
- Departments will receive spring and summer room placements for review.

Start of Advising for Spring Semester (mid-October)

- Deans, Chairs and Secretaries will get a final copy of the spreadsheet with room placements for the spring and summer semesters. This date will change every year.
- Deans, Chairs and Secretaries will also receive course schedules in PDF Booklet format.

V. RELATED DOCUMENTS, FORMS AND TOOLS

Classroom information and procedural documents associated with the section building and room scheduling processes can be found on the USD portal at http://link.usd.edu/3733.