Required Actions for Spring 2026 Semester Plan Phase

☐ **Validate Schedule**:
- o Departments will be making and submitting changes on your scheduling unit as a whole.
  - ▪ It is **important to validate your whole scheduling unit** to review and resolve any outstanding errors and warnings.
  - ▪ Instructions on how to validate your department's schedule can be found in the Validating Scheduling Units guide found on the CLSS Resources for Schedulers website under the *Important Scheduling Information section*.
  - ▪ A copy of this guide will also be an attachment on the schedule email to departments.

☐ **Standard Meeting Patterns:**
- o Please work to correct courses with non-standard meeting pattern errors in CLSS to match approved standard meeting times set up in CLSS.

- o Below is an example of the standard meeting pattern for a 3-credit hour lecture class.

  - ***For 3 credit hour lecture classes***
    - MWF Classes need to run 50 minutes per day and start at the top of the hour for all daytime classes.
      - 8:00am, 9:00am, 10:00am, 11:00am, 12:00pm, 1:00pm, 2:00pm, 3:00pm, 4:00pm

    - TR classes need to run 1 hour 15 minutes per day and start at the following times for all daytime classes.
      - Start at 8:00am, 9:30am, 11:00am, 12:30pm, 2:00pm, 3:30pm

    - All Evening classes need to start at 5:30pm or later.
      - This is to allow our non-traditional students time to get off work and make it to class.

  - ▪ Additional information on standard meeting patterns for lecture classes can be found in the Best Practices for Standard Meeting Patterns guide found on the CLSS Resources for Schedulers website under the *Important Scheduling Information section, Standard Meting Pattern Guidelines*.

- o Courses need to meet standard meeting patterns, unless there is a specific documented need that has been approved by the Registrar. Further review by Academic Affairs may be requested by the Registrar.
  - ▪ This is requested to assist in student scheduling for essential learning requirements and other courses, final exam scheduling, as well as optimizing room placement.
  - ▪ Room placement priority will be given to departments that have classes that follow standard meeting patterns.

- o If a course needs a non-standard meeting pattern, place a comment in CLSS with the reason why it needs to remain the same.
  - ▪ Please follow the instructions on comment formatting as outlined in the Guidelines for Entering Comments into CLSS guide found on the CLSS Resources for Schedulers website under the *Important Scheduling Information section, Comment Guidelines & Formatting*.
  - ▪ Courses requesting non-standard meeting patterns will still need to follow the same start times as standard meeting pattern courses which are outlined above under "For 3 credit hour lecture classes". This allows for courses to align with the Final Exam schedule.

☐ **Course Distribution:**
- o At least 15% of lecture courses should be pushed outside of prime time as requested by Academic Affairs. Prime time is considered MWF 9:00am – 2:00pm and TR 9:30am – 3:15pm.
  - ▪ This request helps to ensure that all classes can be placed in a classroom during the Room Scheduling phase.
  - ▪ It has also been requested that classes be evenly distributed throughout the week using a MWF/TR balance.

- o Percentage of Delivery method
  - ▪ In-person vs online vs hybrid – Academic Affairs has requested that we continue to distribute the amount of in-person vs online vs hybrid sections offered to students within an academic department similar to prior non-covid semesters.
  - ▪ **Online course distribution should be about 15% of courses offered within your scheduling unit.**
  - ▪ If your department needs to adjust either if these requests out, please work with Academic Affairs.