SUMMER & FALL 2027 SEMESTER PLAN PHASE

Required Actions for Schedulers

All guides listed in this handout are available on the CLSS Resources for Schedulers website.

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1. ☑ VALIDATE YOUR SCHEDULING UNIT

Required: Validate your **entire scheduling unit** and resolve all outstanding **errors and warnings**.

📌 **Instructions:** Validating Scheduling Units

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2. REVIEW SECTION SIZES & NUMBER OF SECTIONS

- Ensure **section sizes are consistent for the same course number**.
- Review the **number of sections offered** based on historical enrollment.
- If a course historically does not fill, consider offering **fewer sections**, using **90% full** as a guide for determining appropriate section numbers.

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3. USE STANDARD MEETING PATTERNS – FALL 2027 COURSES

Please correct non-standard meeting patterns in CLSS to follow approved standard meeting patterns whenever possible.

3-Credit-Hour Lecture Classes

Days	Class Length	Approved Start Times
MWF	50 minutes	8:00, 9:00, 10:00, 11:00, 12:00, 1:00, 2:00, 3:00, 4:00
TR	1 hr. 15 min.	8:00, 9:30, 11:00, 12:30, 2:00, 3:30
Evening	—	**5:30 p.m. or later**

Why this matters: Standard meeting patterns support student scheduling, final exam scheduling, and efficient room placement. **Room placement priority will be given to departments following standard meeting patterns.**

Non-Standard Meeting Patterns

- Require a **specific, documented need** approved by the Registrar Office.
- Enter a **CLSS comment explaining the reason** for the non-standard pattern.
- Approved non-standard courses must still use the **approved start times listed above** to support the Final Exam schedule.
- Follow the Guidelines for Entering Comments into CLSS.

📌 **More information:** Best Practices for Standard Meeting Patterns

4. 📊 DISTRIBUTE COURSES OUTSIDE PRIME TIME – FALL 2027 COURSES

Academic Affairs has requested that **at least 15% of lecture courses be scheduled outside prime time.**

Prime Time:

- **MWF:** 9:00 a.m. – 2:00 p.m.
- **TR:** 9:30 a.m. – 3:15 p.m.

Please also:

- Review the percentage of courses scheduled between 9:00 a.m. and 3:00 p.m.
- Work to add courses on the edges of the day (8:00 a.m. and after 3:00 p.m.).
- Distribute courses as evenly as possible throughout the week, maintaining a balance between MWF and TR.
- Review specialty-space utilization throughout the day and prioritize those spaces for courses that require the specialty space.

Why this matters: Distributing courses outside prime time helps ensure that all classes can be assigned appropriate classrooms during the Room Scheduling phase.

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5. 🎓 REVIEW COURSE MODALITY & FACULTY OVERLOADS

Hybrid Courses: Before adding a hybrid course to the schedule, provide **Interim Provost and Chief Academic Officer Dr. Jeremy Hawkins** with a **pedagogical justification** for offering the course in a hybrid format.

Faculty Overloads: Begin conversations with faculty that their **lowest-enrolled course will be considered their overload**, regardless of the course's modality.

⭐ QUICK CHECK BEFORE SUBMITTING

☐ Entire scheduling unit validated; errors/warnings resolved
☐ Section sizes and number of sections reviewed
☐ Standard meeting patterns used whenever possible
☐ Non-standard patterns documented in CLSS
☐ At least 15% of lecture courses outside prime time
☐ Courses added at 8:00 a.m. and after 3:00 p.m. where appropriate
☐ MWF/TR offerings reasonably balanced throughout all courses in scheduling unit
☐ Specialty spaces reserved for courses that require them
☐ Hybrid courses have required pedagogical justification
☐ Faculty conversations regarding lowest-enrolled course/overload have begun

Thank you for helping us create an accurate, balanced, and student-friendly schedule!