Information for Scheduling Contacts

As the designated scheduling contact for your department, we will only accept class changes from you and other designated contacts in your department. **Faculty should not contact us directly to make class changes, but should make requests through a department contact.** Please provide our office with a substitute contact so that when you are out of the office, class changes can still be made. If you would like to add an additional contact, please e-mail our office with their name, phone number, and email address.

Preparing the Class Schedule

Scheduling will send a Planning Proof to your department. This proof is a copy of the classes your department offered in the same term of the previous year (i.e., Spring 2008’s Planning Proof was a copy of classes offered Spring 2007). This proof is for planning purposes only and should **not** be returned to Scheduling.

Scheduling will electronically deliver the Official Proof approximately nine weeks before the schedule is published on the web. Please use Adobe Acrobat to view and print this proof so formatting is preserved. After you receive the Official Proof, you have about one week to make changes and return the proof to our office. The due date is indicated at the top of the proof. If you misplace your Official Proof, please request a new copy. **Do not return the Planning Proof as your Official Proof.** To provide an accurate schedule for students, **please ensure that your department follows the deadlines** [http://www.sa.utah.edu/regist/scheduling/SchedulingDeadlines.htm](http://www.sa.utah.edu/regist/scheduling/SchedulingDeadlines.htm). Changes can be made directly on the hard copy of the proof. Please write legibly and do not use black pen or pencil. On the proof, you should note changes to the following:

- Session, dates, days, or times of classes
- Section number
- Location and enrollment capacity
  - By crossing out the room assignment, we will look for an alternate room for the class. This does not guarantee space availability. If a class did not effectively utilize assigned space in a previous term, Scheduling may reassign the class to a different room. In addition, any required room features (i.e., data projection) should also be indicated. If a class needs to be assigned to the same room as another class or nearby, please make a note on the proof. If a class was previously held in space scheduled by the Marriott Library, the space assignment will not appear on your proof. Request library space at [http://www.lib.utah.edu/services/knowledge-commons/classrooms/](http://www.lib.utah.edu/services/knowledge-commons/classrooms/).

- Instructor
  - Please provide the instructor’s name and ID# or write “Staff” if you have not assigned an instructor. Web Grading Security Access will be granted based on submission of primary instructors. You can also list secondary instructors or TA’s.

- Class notes
  - Notes cannot be used to show prerequisites or requirement designations. This information must be set up on the Course Catalog by Curriculum.

- Class attributes (such as ONLN, AOCE, LEAP, etc.)
- Special topics titles
- Whether the class should be suppressed or not
  - If a class is suppressed a student cannot look up the class by typing in the subject and catalog number. They must use the class number to find the class in order to enroll.
• **Enrollment restriction of instructor consent or department consent**
  o Students can only enroll into these classes by using a permission code/number given to them by the instructor or department.

• **Class cancellations or class additions**
  o Any new courses that have not been offered before must be submitted through Curriculum first. Once a course has been approved and entered into the Course Catalog, then a section can be set up on the schedule. You must contact Scheduling to do this; it is not an automatic process. ([http://www.ugs.utah.edu/?pagid=2378](http://www.ugs.utah.edu/?pagid=2378))

Changes from your proof are entered into PeopleSoft and classes without rooms are then assigned a space based on room features, capacity, and proximity to department offices. Approximately one week before the class schedule is available online; departments will be emailed a link to view their class offerings. This link is for department use only. Any last minute changes should be submitted immediately.

**Additional Important Information**

• The term “Session” refers to the dates the class meets throughout the semester.
  o Regular Session (Session 1) - classes meeting the full term (This is the default session. If no class dates appear, the class is a regular session offering.)
  o 1st Half (Session 2) - classes meeting the first half of the semester
  o 2nd Half (Session 3) - classes meeting the second half of the semester
  o Miscellaneous (Session 4) - classes meeting on miscellaneous dates in the semester (i.e., a two-week intensive course). Classes rolled from a previous term with miscellaneous dates will change back to the default session 4 dates, which begin before session 1 and end after final exams. Please designate specific dates for these classes so rooms will be assigned for accurate dates. **Please double check all end dates as those dates determine when web grading will be available for instructors.**

• In order to save space and decrease load time for the online schedule, classes such as Independent Study, Masters Thesis, and Faculty Consultation (generally classes with multiple sections all with TBA meeting information) will only have the first section printed on the web. Students can register for any section by using the class number issued by the department.

• Any changes made to days, dates, times, or enrollment capacity may result in the loss or change of room assignment.

• Room assignments are not final until the class schedule is published on the web. Even then, room assignments may change in order to accommodate the largest number of classes possible.

• Income Accounting enters fees on the schedule. Call them at 1-7344 for any changes or additions to class fees.

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**Class changes after the class schedule is published**

*Changes to the class schedule after the schedule is available on the web should be minimal.* After the schedule is published, changes can be submitted via email (scheduling@sa.utah.edu), fax (801-585-7524), campus mail (40 SSB), or phone (801-581-7854). Changes are usually completed on the day they are received, depending on volume. Completed
changes are reflected on the web class schedule the next day, but are immediate in uEnroll. After the first week of the term, all class additions or instructor changes must include the signature of the Department Chair or designated representative and cannot be accepted over the phone.

**Standardized Class Times**

Classes taught in fall and spring semesters must adhere to standardized time blocks adopted by the University’s Academic Senate. **All classes should meet the standardized times.** In the rare instance where a class cannot meet the standard times, you may submit a request for an exception. The Standard Time Exception Form is found on the Scheduling website, along with instructions for submission. This form must be completed in full and signed by the Department Chair before it will be accepted. The deadline for exception requests is included on the list of scheduling deadlines and generally corresponds with the proof due date. Members of the Scheduling Action Team review the exception requests submitted each semester and approve, deny, or grant conditional approval with the terms of the conditions communicated to the department. Unless your department has been approved for a permanent exception, you must resubmit your requests each semester. If a class does not meet the standardized times and you have not submitted an exception request, Scheduling will change the times of the class to properly reflect the standard schedule. Evening classes should adhere to standardized evening start times, but may end at any time. **Please note that the standardized time blocks do not apply to the summer term.** [http://www.sa.utah.edu/regist/scheduling/StandardTimeBlocks.htm](http://www.sa.utah.edu/regist/scheduling/StandardTimeBlocks.htm)

**Permission Numbers/Codes**

This is a unique number used to register students into a specific section. Permission numbers are used if the section is set to department or instructor consent, if no seats are available, and for all regular and first half classes beginning the 2nd week of the term. Scheduling can restrict enrollment for a particular class by placing a requirement of department consent or instructor consent. A list of all classes with a consent requirement or that have been suppressed will be sent via email to departments prior to registration for a specific term. If you would prefer to have this list mailed or faxed, please let us know by calling us at 801-581-7854.

**Web Grading Security Verification Reports**

A Web Grading Security Verification Report will be emailed to departments roughly one week into the term, and is due back to Scheduling approximately one week later. This report is used to grant grading access to primary instructors as well as “view only” access for secondary instructors. It also documents instructors of record for 3rd week reporting. Please print this report and review instructor assignments. This report must be filled out in full and signed by the Department Chair or designated representative. **This report should only be used to submit instructor changes to the class schedule. Any other changes written on the report will not be processed.** Please return the signed report even if all instructor information is correct. After these reports are sent, all class additions or instructor changes must include the signature of the Department Chair or designated representative and cannot be accepted over the phone.

**Final Exams**

Final exams should be given in the regularly scheduled classroom according to the published final exam schedule ([http://www.sa.utah.edu/regist/calendar/finals/finExamSch.htm](http://www.sa.utah.edu/regist/calendar/finals/finExamSch.htm)). This schedule is published simultaneously with the class schedule. If an instructor would like to administer a final at a different time, submit a request including the Department Chair’s signature. Instructors must provide an alternate test time for students who have conflicts with the new exam time. Instructors must reserve a room in advance with Scheduling for classes that do not fall into the final exam schedule. Departmental finals are assigned an exam time on the published final exam schedule. Rooms are
assigned to these exams three weeks into the term. Please contact Scheduling to request specific rooms for departmental finals. Otherwise, rooms will be assigned based on class enrollment and proximity to department.

**Scheduling Division Website and Space Availability Viewer**

The Scheduling Division website is [http://www.sa.utah.edu/regist/scheduling/index.htm](http://www.sa.utah.edu/regist/scheduling/index.htm). The site provides tools and information for both academic and event scheduling. In addition, the website includes a list of deadlines, classrooms, and forms for scheduling. The Space Viewer allows you to view a schedule or photo of any general-purpose classroom on campus. The Space Viewer is particularly useful when searching for a room with specific features or finding space for an event. Please call Scheduling to schedule available space.

**Scheduling Special Events**

Scheduling processes requests for events for a particular semester only after the class schedule is posted online. If you need to schedule an event for the Spring 2009 semester, for example, you will need to wait until the Spring 2009 Class Schedule is posted on the web. This ensures classes receive priority for room assignments. Special events like reviews, presentations, lectures, faculty or departmental meetings, etc. can be scheduled by the person in charge (i.e., the instructor, or department secretary). Changes to classes, however, must come through a designated department contact.

The following guidelines apply to the use of Scheduling Division space:

- No food or drink is allowed in classrooms or auditoriums.
- Users are responsible for damages and cleaning up of own debris including transporting excessive trash to a dumpster. If special custodial services are required additional arrangements must be made.
- Visitors on campus must comply with University of Utah parking regulations. If you have questions regarding parking, please call special event parking at 801-585-3977.
- If your event charges admission or is accepting donations, whether it is for a non-profit group or a department fundraiser, Scheduling will charge hourly rates which vary depending on the size of the classroom requested.
- The Scheduling Division sends University Security a bi-weekly memo notifying them of special events to ensure that the buildings and rooms will be unlocked. However, in the unlikely event that your room is locked despite your reservation you must have a copy of your event confirmation with you before Security will unlock the facility. On weekdays, buildings are generally locked from 10:00 PM to 6:00 AM. On weekends buildings are generally locked.

We strongly encourage you to come in for one-on-one training in our office. If you have any questions regarding procedures for scheduling, please feel free to contact us at 801-581-7854 or scheduling@sa.utah.edu.