

Scheduling Information Sheet

For Use in Scheduling Large Lecture and All Primaries and Secondaries

Enrollments

- Courses for Large Lecture should have projected enrollment of 53 or greater.
- Projected enrollment should not exceed 3 percent of last year's actual enrollment.
- Indicate projected enrollment for all primaries and secondaries.
- Classes may need to be moved during the enrollment period to accommodate actual enrollments, if other classes need larger rooms.

60/40

- No more than 60 percent of primary classes should be scheduled in the prime-time hours of M/W/F 9:30 A.M. –3:10 P.M. and T/Th 10:00 A.M. –3:45 P.M.

Room Features—Equipment, Media, and Seating

- Use the revised numbering system when requesting room features.
- Check the Registrar's web site for current information on features in the classrooms at <http://reg.ucsc.edu/staff/classrooms/index.html>.
- *Please* do not ask for combinations of features that don't exist.
- Review media needs with faculty before submitting scheduling requests to give the most accurate indication of what is needed.

Non Standard Times

- Courses taught at non-standard times should be kept to a minimum.
- When planning a non-standard time, try to impact as few time periods as possible. This will help in both securing a room *as well as* enabling more students to enroll in the class.
- This is also true for secondaries. If you need to request specific times for secondaries, try to keep them in the standard time blocks.

Notes for Scheduling —there are two types of notes, and both are important to include on your scheduling sheets as they are not always obvious.

- **Notes to be printed** : This includes cross-listed courses, primary courses that require enrollment in a secondary (enrl secs), courses that require concurrent enrollment in another course, interview only, and special instructions for first class meetings.
- **Scheduling notes—not printed** : These would indicate special needs of a class or an instructor. For example, taught back to back with another class, or instructor has a specific disability, etc.