



THE UNIVERSITY *of* NORTH CAROLINA  
**GREENSBORO**

# COURSE SCHEDULE PREPARATION GUIDELINES

# 1. OVERVIEW OF SCHEDULING

## Rolling Schedule

The University Registrar's Office rolls schedules forward to "like terms" (e.g., Fall 2015–Fall 2016, Spring 2016–Spring 2017).

For certain items that are CRN-related (links, instructor, meeting pattern), the information is rolled from the section level. Other items that typically require curriculum committee approval (such as registration restrictions) come from the course level. Footnotes also will come from the course level, including approved GEC markers.

Because footnotes are rolled from the course and not the section level, there are some section-dependent footnotes that you will need to enter each time, such as #30 for those sections that are web-based, as well as SI (Speaking Intensive), WI (Writing Intensive), and SVL (Service-Learning) markers for courses that are approved on a section or instructor basis.

## Online Schedule and Registration Guide

The UNCG schedule of courses is published online only. The *Registration Guide* is published online ([www.uncg.edu/reg/Reg/index.html](http://www.uncg.edu/reg/Reg/index.html)).

## Scheduling Timeline

The Scheduling Timeline is posted to ShareNet. Please pay particular attention to:

- Schedule Roll Dates
- Course Submission Dates
- Classroom Optimization Dates

## New Courses/Course Revisions/Experimental Courses

Please remember that all requests for curriculum additions/revisions must be submitted to the Undergraduate Curriculum Committee (UCC) and/or the Graduate Studies Committee (GSC) for approval. Submission deadlines for these committees are noted on the Curriculum Committee websites: UCC (<http://utlc.uncg.edu/ucc>); GSC (<https://grs.uncg.edu/faculty/gsc/>). Departments may choose to offer a new course on an experimental basis by submitting an Experimental Course Proposal to the appropriate approval committees. Experimental courses may be offered twice with committee approval. Undergraduate experimental courses may carry neither General Education Core category nor marker credit nor be listed as a major or minor requirement. Please see the Curriculum Guide (<http://curriculumguide.uncg.edu>), for more detailed information.

## Changing Courses/Sections

Please note that you cannot make scheduling changes in Banner to the following course data: CRN, course number, title, credit, grading method, GEC/GEC+CAR credit (with the exception of WI and SI), repeat for credit notations, or major/minor restrictions. Revisions to these course components must receive prior approval from UCC/GSC before information can be updated in the Undergraduate and/or Graduate bulletins, the Banner Catalog Master, and

the online schedule of courses. You should, however, enter titles for special topics courses, the titles of which may vary from semester to semester without committee approval.

### **Campus Code**

Courses with the Campus Code of M are managed by the University Registrar's Office. This Preparation Guide applies only to courses with the Campus Code of M.

All courses with the Campus Code of D are handled by the Division of Online Learning. Departments should not make any additions, deletions, or corrections to these specific course sections. The Division of Online Learning will request a schedule each semester from the departments. Questions about what qualifies as a D-Campus course should be directed to the Division of Online Learning.

### **General Education Core and Marker Designations**

You cannot change GEC/GEC+CAR credit designations. These features are automatically assigned by the system—based on Banner Catalog Master information when a course is entered on a schedule form. For an up-to-date list of approved GEC courses, go to:

<http://uncg.smartcatalogiq.com/en/2015-2016/Undergraduate-Bulletin/University-Requirements/General-Education-Program/General-Education-Core-Courses>

### **Writing Intensive Speaking/Speaking Intensive/Honors Courses**

You may change/add/delete Writing Intensive (WI), Speaking Intensive (SI), or Honors (HSS) marker designations, once they have been appropriately approved. These markers are never added automatically unless they are part of the course description in the *Bulletin*. Please note that only the courses or sections to which the marker is specifically attached will carry the WI/SI marker. Furthermore, if a course carries either one or both of these markers, the enrollment cap of 25 students **MUST** be observed. For an up-to-date list of approved WI/SI courses, go to: <http://utlc.uncg.edu/genedu/courses>.

### **Class Enrollment Limits**

Class enrollments must be set to the expected maximum number. It is important that course limits reflect anticipated enrollment as closely as possible; **zero enrollment limits will not be accepted going forward.**

### **Cross-Listing**

Cross-listing will be assigned by the University Registrar's Office. Below is the approved definition for cross-listed courses (stacked, combo, and cross-enrolled are synonymous terms):

“A course that is offered under more than one subject/prefix/department heading, and should carry the same course number. A cross-listed course may also have alternate section numbers (section 01 and 01E, for example) or course campus code values (M and D, for example). Cross-listed courses meet together in the same meeting pattern (locations, days, and times of day) and are taught by the same instructor or team of instructors. The course will carry identical course attributes (markers), will have the identical catalog descriptions

in each listing, and will have identical course prerequisites. Cross-listed courses must be approved by the appropriate governing body (UCC and/or GSC) and must be identified in the relevant Bulletin(s). All versions of the cross-listed course will count together as one course for instructional load purposes. “

“Stacked course is cross-listed courses that share a prefix (course subject code), have different course numbers and course levels, and are taught by the same instructor or set of instructors in the same time/location/meeting pattern. These courses are taught to students working in a common domain at differing levels of knowledge and skills. Identified in BANNER Student using the Cross-list functionality. (For example MUP 151/251/351/651).”

Course shells for instructional purposes can be created by the course instructor of record in Canvas. See <http://guides.instructure.com/m/8472/l/41327-how-do-i-create-a-new-course-shell>

If you have questions about the proper formatting of cross-listed enrollment limits as they pertain to room assignments please contact [clasrms@uncg.edu](mailto:clasrms@uncg.edu).

### **Reserving Seats**

Detailed, Step-by-Step Instructions for Reserved Seating are posted to ShareNet. Please pay special attention to the following:

- Reserved Seating only reserves a portion of a course section and is managed within the department whereas course restriction affects the entire course and requires prior approval by either the UCC and/or GSC (both are required for 500 level courses).
- Guidelines for Use:
  1. Reserved Seating cannot be used as a course restriction or in lieu of a course restriction.
  2. Less than 50% of the total seats in a section may be reserved for a special population (i.e., If the section seat max = 100 then only 50 Seats may be reserved).
  3. Reserved Seating may not be applied to courses that carry General Education Category Designations. General Education Council guidelines state that all courses that carry general education category designations must be open to all undergraduate students regardless of major.
  4. Reserved Seating may not contradict or supersede restrictions already approved by the appropriate curriculum committee (i.e. If KIN 356 is restricted to KINE majors then a subset of seats cannot be reserved for CST majors).

### **Class Meeting Time Format and Sequence**

All courses meet for part of a term and must be offered within the beginning and ending dates of the full semester calendar and no course may end on or after the date of graduation for the term. The University Registrar’s Office will determine the appropriate dates for add/drop and dropping without academic penalty, and the Cashiers and Student Accounts Office will determine payment and refund deadlines for all courses. See <https://reg.uncg.edu/calendars/> for the Parts of Term calendars.

Course meeting times must be entered in the military (24-hour) time format. Please do not enter your meeting times in standard clock format when you submit your schedule request. See below for the conversion table:

<b>Morning Hours</b>	<b>Afternoon Hours</b>	<b>Evening Hours</b>
8:00 AM = 0800	12:00 Noon = 1200	5:00 PM = 1700
9:00 AM = 0900	1:00 PM = 1300	6:00 PM = 1800
10:00 AM = 1000	2:00 PM = 1400	7:00 PM = 1900
11:00 AM = 1100	3:00 PM = 1500	8:00 PM = 2000
	4:00 PM = 1600	9:00 PM = 2100
		10:00 PM = 2200

Course schedules should adhere to the following Standard Hours table. Standard Hours apply to three and four credit hour courses offered during the fall and spring semesters.

<b>Morning Hours</b>	<b>Afternoon Hours</b>	<b>Evening Hours</b>
0800-0850 MWF	1200-1250 MWF	1700-1750 MWF
0800-0915 TR	1230-1345 TR	1700-1815 MW or TR
0900-0950 MWF	1300-1350 MWF	1730-1845 MW or TR
0930-1045 TR	1400-1450 MWF	1800-1850 MWF
1000-1050 MWF	1400-1515 MW or TR	1800-1915 MW or TR
1100-1150 MWF	1500-1550 MWF	1830-1945 MW or TR
1100-1215 TR	1530-1645 MW or TR	1900-2015 MW or TR
		1930-2045 MW or TR

- MWF classes are 50 minutes and meet on the hour.
- TR classes are 75 minutes and meet sequentially on the hour/half-hour beginning at 0800
- MW classes are 75 minutes, meet sequentially, and may be scheduled **only** after 1400.
- Courses meeting two days per week should not mix day sequence. The approved sequences are MW or TR, not MT or WR or TW.

Three-hour block courses should include 150 minutes of instruction and 20 minutes of optional break time (**scheduled for 1400 and later**):

1400-1650	1730-2020
1500-1750	1800-2050
1600-1850	1900-2150

Three-hour laboratory courses should follow the following sequence:

0800-1050	1830-2120
1230-1520	1900-2150
1530-1820	

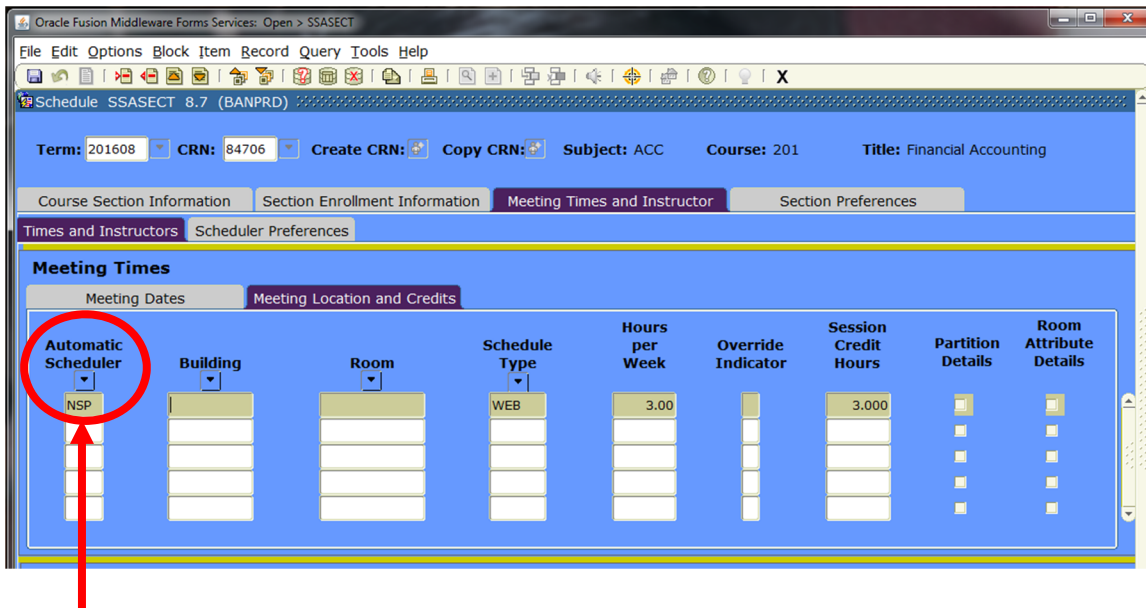
## Instructor Information

The URO will add the names of faculty and TA (GR) instructors who are new to UNCG if the Provost’s Office and the Graduate School, respectively, have added those persons to the HR system. Please do not list “Staff” if the instructor is unknown; leave the instructor blank until an instructor can be assigned.

## 2. ROOM AND BUILDING ASSIGNMENTS

Assignments for classroom space in the University Registrar’s Office inventory will be assigned electronically using the Ad Astra software. This system will use enrollment capacity, back-to-back instruction, and optimum campus location and/or region to allocate space.

You are able to add non-general purpose classrooms, departmental conference rooms, special use spaces, laboratory spaces, and faculty offices in Banner. Where a specific course does not require a building or room assignment, please enter “NSP” in the “Automatic Scheduler” field in Banner.



See below for the space requirements table:

Schedule Type	Description	Space Allocation
ACT	Activity	Assigned physical space
CLN	Clinical	Assigned physical space
COL	Colloquium	Assigned physical space
DSC	Discussion Group	Assigned physical space
DTS	Dissertation or Thesis	Not assigned physical space
ENS	Ensemble	Assigned physical space
IND	Independent Study	Not assigned physical space
INI	Internship – Dlvr Ind Setting	Not assigned physical space

INT	Internship – Dlvrd Org Course	Not assigned physical space
LAB	Laboratory	Assigned physical space
LEC	Lecture	Assigned physical space
LEL	Lecture and Lab	Assigned physical space
PRC	Practicum – Dlvrd Org Course	Assigned physical space
PRF	Performance	Assigned physical space
PRI	Practicum – Dlvrd Ind Setting	Not assigned physical space
SAB	Study Abroad Course	Not assigned physical space
SEM	Seminar	Assigned physical space
STT	Student Teaching	Not assigned physical space
STU	Studio	Assigned physical space
WEB	Web-based	Not assigned physical space
WLC	Web and Lecture	Assigned physical space @ 50%
WLL	Web, Lecture, and Lab	Assigned physical space @ 50%

Exceptions should be directed to the Classroom Scheduler (clasrms@uncg.edu).

### **Reserving Computer Labs**

Computer labs cannot be listed in the course schedule without the prior approval of IT Services. Departments wishing to schedule computer labs as meeting rooms must do so by completing the online lab reservation request form at <http://its.uncg.edu/Labs/Reservations>. If you intend for your class to meet in a computer lab during the entire semester, please ensure that your reservation is submitted by deadlines established by IT Services.

## **3. REGISTRATION**

### **Enrollment Restriction Footnotes**

A number of generic enrollment restriction footnotes are available for your use. A copy of the current footnote table is posted on ShareNet. You may add, delete, or change footnote numbers attached to your courses, unless those footnotes pertain to prerequisites or restrictions listed in the *Bulletin*. Use of restrictions not approved by the appropriate curriculum committee (i.e., UCC or GSC) is prohibited.

Please pay special attention to the following:

Departments using the attendance footnote (Footnote #5) should be aware that the instructor is responsible for dropping students from the course when the students do not meet attendance requirements. The system will not automatically drop students who are not in compliance with class attendance regulations.

### **Banner Prerequisite Checking**

During registration, the Banner system will control enrollment in courses based on the criteria listed below. Students not meeting the course criteria must obtain written permission to enroll in these courses. If your department wishes to delete any course restrictions or prerequisites, prior approval must be obtained from UCC and/or GSC.

- College or School (e.g., enrollment limited to students admitted to Bryan School)
- Program (e.g., B.A. in Arts & Sciences, M.B.A. in Business & Economics)
- Major, Minor, and/or Degree (e.g., Classical Studies majors only)
- Class (e.g., Seniors only; Freshman only)
- Level (e.g., Graduate students only)
- Course prerequisites and corequisites as defined in the *Undergraduate Bulletin* and/or *Graduate School Bulletin*
- Campus: Main (M) or Distance (C,D,F,I,X,Z: used by DCL only)

### **Department Prerequisite Checking**

During registration, the departments must monitor the following types of enrollment restrictions:

- Overrides & Overloads (e.g. closed courses, enrollment restrictions)
- Overall GPA requirements
- Admission to teacher education or student teaching

### **Variable Credit Hours**

Students have the opportunity to indicate the number of credit hours the course is to be worth once they have registered for the course, using the “Enter Variable Credit Details” instructions located within the Registration Guide. If the department wishes to change variable credit hours to a specific credit structure, approval must be obtained from UCC and/or GSC.

## **4. ACCURACY**

Your department is responsible for assuring the accuracy of requested course schedule information. Please review your course offerings carefully before you submit them. All courses should be available at the beginning of the advising period.

URO 8/22/17