

# GENERAL ASSIGNMENT CLASSROOM SCHEDULING GUIDELINES

Last Revised July 9, 2015

Proper use and scheduling of classroom space is a shared responsibility that requires cooperation among campus units and the Office of the Registrar. The Office of the Registrar assigns and allocates space for general assignment classroom use on the basis of programmatic needs and academic priorities and may reallocate space if those needs or priorities change.

## **A. Classroom Scheduling Guidelines**

Regular-Session Courses have priority in General Assignment Classrooms over all other activities.

- Class meeting times requested must match hours approved in the Course Request Forms (CRFs);
- Schools are expected to distribute their offerings between MWF (before 6:00 p.m.), MW (after 4:30 p.m.), and TR patterns using standard time blocks with:
  - No more than 60% of Class sections using Prime Time (between 9 a.m. and 3 p.m.)
  - No more than 40% of Class sections using the TR pattern.
- Classrooms are assigned to closely match room capacity with projected Class enrollment. Actual enrollment for the prior three terms may be used in projections.

### **1. Standard Time Blocks**

To ensure efficient classroom space utilization on all days of the week and to meet California and UC utilization standards for Weekly Room Hours and Weekly Student Hours, standard time blocks have been established. The following are standard meeting patterns for Mondays, Wednesdays, and Fridays:

<b>M or W or F (1 hour classes)</b>	<b>M or W or F (2 hour classes)</b>	<b>MWF (3 hour classes)</b>	<b>MW or WF or MF (3 hour classes)</b>	<b>MW or WF or MF (4 hour classes)</b>	
7:30 - 8:20 AM	7:30 - 9:20 AM	7:30 - 8:20 AM		7:30 - 9:20 AM	
8:30 - 9:20 AM		8:30 - 9:20 AM			
9:30 - 10:20 AM	9:30-11:20 AM	9:30 - 10:20 AM		9:30-11:20 AM	
10:30 - 11:20 AM		10:30 - 11:20 AM			
11:30 AM - 12:20 PM	11:30 AM - 1:20 PM	11:30 AM - 12:20 PM		11:30 AM - 1:20 PM	
12:30 - 1:20 PM		12:30 - 1:20 PM			
1:30 - 2:20 PM	1:30 - 3:20 PM	1:30 - 2:20 PM		1:30 - 3:20 PM	
2:30 - 3:20 PM		2:30 - 3:20 PM			
3:30 - 4:20 PM	3:30 - 5:20 PM	3:30 - 4:20 PM		3:30 - 5:20 PM	
4:30 - 5:20 PM		4:30 - 5:20 PM			
5:30 - 6:20 PM	5:30 - 7:20 PM	5:30 - 6:20 PM		4:30 - 5:45 PM	5:30 - 7:20 PM
6:30 - 7:20 PM		6:30 - 7:20 PM		6:00 - 7:15 PM	
7:30 - 8:20 PM	7:30 - 9:20 PM	7:30 - 8:20 PM		7:30 - 8:45 PM	7:30 - 9:20 PM
8:30 - 9:20 PM		8:30 - 9:20 PM		9:00-10:15 PM	
9:30 - 10:20 PM		9:30 - 10:20 PM			

The following are standard meeting patterns for Tuesdays and Thursdays:

T or R ( 1 hour)	T or R (2 hour)	TR (3 Hour)	TR (4 hour)
7:30 - 8:20 AM	7:30 - 9:20 AM	7:30 -8:45 AM	7:30 - 9:20 AM
8:30 - 9:20 AM			
9:30 - 10:20 AM	9:30-11:20 AM	9:00 - 10:15 AM	9:30-11:20 AM
10:30 - 11:20 AM		10:30 - 11:45 AM	
11:30 AM - 12:20 PM	11:30 AM - 1:20 PM	12:00 - 1:15 PM	11:30 AM - 1:20 PM
12:30 - 1:20 PM			
1:30 - 2:20 PM	1:30 - 3:20 PM	1:30 -2:45 PM	1:30 - 3:20 PM
2:30 - 3:20 PM			
3:30 - 4:20 PM	3:30 - 5:20 PM	3:00 - 4:15 PM	3:30 - 5:20 PM
4:30 - 5:20 PM		4:30 - 5:45 PM	
5:30 - 6:20 PM	5:30 - 7:20 PM	6:00 - 7:15 PM	5:30 - 7:20 PM
6:30 - 7:20 PM			
7:30 - 8:20 PM	7:30 - 9:20 PM	7:30 - 8:45 PM	7:30 - 9:20 PM
8:30 - 9:20 PM			
9:30 - 10:20 PM		9:00 - 10:15 PM	

Regular-session courses with standard time patterns are scheduled prior to Class meetings with non-standard patterns. Classes with non-standard patterns may only be scheduled outside of Prime Time and require Dean (or designee) approval. To provide fair access, courses desiring non-standard scheduling may be required to change to standard scheduling. The following situations may require rescheduling:

- When demand for classrooms in a particular range (e.g., large classrooms over 80 capacity) exceeds supply
- When demand for media-equipped classrooms exceeds supply

Classes meeting in either GA Classrooms or Laboratories must have an assigned classroom in Banner by the end of the first week of classes. Classes requiring a room for instruction will be published with a TBA notation until a classroom is assigned. Courses that do not require a classroom will be listed as TBA.

## 2. **Scheduling Priority**

The Office of the Registrar determines priority in scheduling.

- Primary Class sections are scheduled before Secondary Class Sections;
- Required Secondary Class Sections are scheduled before optional Secondary Class Sections;
- Large Classes are scheduled first.

School representatives should base their classroom requests on projected enrollment being equal to or greater than 80% of the room capacity. Past enrollments in comparable terms should be considered. Requests that underutilize space are scheduled after other scheduling needs have been met.

Classes that meet using standard time patterns are given priority over those using non-standard patterns. Classes with specialized pedagogical design (i.e. music classes in COB 102) are given appropriate consideration. Schedules that vary greatly from the 60% Prime Time and 40% TR pattern distribution limits may be returned to School representatives for adjustment. Classes not anticipated to meet 80% of room capacity may be moved to smaller rooms with equivalent media. Classes scheduled after scheduling deadlines have passed are assigned classrooms on a space-available basis.

### **3. Room and Time Changes and Cancellations**

Room changes are accommodated if a switch is available. School representatives should not continue to add students on overloads in the expectation that a larger room will be available. School curriculum staff are responsible for informing the instructor and students of room changes. Time changes are allowed after enrollment/registration has begun only with the Dean's (or designee) approval. If a Class meeting is cancelled or changed, School curriculum staff are responsible for informing the students. During the period intervening open registration and the start of term, the Office of the Registrar will provide School curriculum staff and academic advisors with audit reports on a regular basis to assist in resolving student registration errors. Any time conflicts in a student's schedule not resolved by the start of term will result in the student being administratively dropped by the Registrar's Office (in conjunction with the Schools) from the course that initially caused the schedule conflict. After instruction has begun, no further time changes are permitted, except as approved by the University Registrar.

### **4. Instructor Names**

The Office of the Registrar must have instructor names (first, last, Banner id) before the term begins. This ensures that the correct instructor's name will appear in the Online Schedule of Classes and in other electronic applications such as UCM CROPS, and in faculty workload reports.

### **5. Enrollment Management**

No instructor or department may allow the occupancy of a classroom to exceed the limit specified by the fire and life safety codes established by the Fire Marshal. It is the responsibility of the School and the instructor to ensure that actual attendance does not exceed classroom capacity and to ensure that only registered students attend class sessions.

### **6. Midterm Examinations**

The number of midterm examinations varies at the discretion of the instructor. In undergraduate courses for which a midterm examination is required, each student has the right to take the midterm (or submit the take-home examination as required by the instructor) during one of the regularly scheduled class meetings.

Dates and times for midterms scheduled outside of regularly scheduled class meeting times must be listed in the Online Schedule of Classes at [registrar.ucmerced.edu/go/schedule](http://registrar.ucmerced.edu/go/schedule) prior to registration. If an out-of-class midterm exam is not listed in the Online Schedule of Classes, the scheduling of a midterm examination at a time other than a regularly scheduled class meeting requires mutual consent of the instructor and each student registered in the course. A student who does not consent in writing to the different time must be permitted to take the examination (or submit the take-home examination) at the officially scheduled time. A student who consents in writing to the change of examination time waives the right to take the midterm at the officially scheduled time.

### **7. Final Examinations**

The Online Schedule of Classes lists the times that final examinations are to be held. These are normally set up according to the day and hour periods when the course meets during the term. This information is available online and on students' schedules so that students can avoid final examination conflicts.

A student who has multiple examinations on the same day may discuss the situation with the instructors of the courses. An instructor has the option to agree to provide the student the examination on a different day but is not required to do so. Time changes to final examinations are allowed after enrollment/registration has begun only with the Dean's (or designee) approval. After the start of instruction, additional changes to final exam meetings require Dean (or designee) approval, along with written consent from each student enrolled in the Course. If a final exam meeting is changed, School curriculum staff are responsible for informing the students and coordinating any student conflicts resulting from the change. No student shall be excused from assigned final examinations except as provided in Senate Regulation A332 or in Section 92640(a) of the California Education Code policy on alternate examinations.

Final examinations are generally held in the same room as Class meetings; however, by prior arrangement with the Office of the Registrar, common final examinations can be scheduled and extra room locations may be booked on a space-available basis. All changes in final examination classroom location changed must be arranged through the Office of the Registrar.

#### 8. **Alternate Examination Dates**

UC Merced seeks to accommodate any student who, in observance of a religious creed, encounters an unavoidable conflict with an examination schedule. In order to request accommodation, the student is responsible for providing, in writing and at the beginning of the semester, notification of a potential conflict to the individual responsible for administering the examination. Instructors will consider such requests on a case-by-case basis and determine whether such conflicts can be resolved without imposing on the instructor or the other students in the class an undue hardship that cannot be reasonably avoided. If so, the instructor will determine, in consultation with the student, a time during which the student can take the examination without incurring a penalty or violation of the student's religious creed.

#### 9. **Technology Requests**

Specialized facility needs for technology are considered and accommodated whenever possible within utilization guidelines, and technology-equipped classrooms are assigned on a space-available basis.

#### 10. **Special Requests**

All instructional activities related to regularly-scheduled Classes such as review sessions, make-up Classes, films, special lectures, midterm examinations, optional quiz sections, and academic tutoring may be scheduled on a space-available basis after regular Class meetings have been scheduled.

### **B. Resolution of Issues**

In the event of conflicts, priority is given to Class meetings that demonstrate the highest seat utilization based on current projections and enrollment for the last three terms the Course was taught. Special consideration may be given when Schools submit information about anticipated significant enrollment increases beyond those of the general campus.

Scheduling conflicts not resolved by the School are resolved by the Office of the Registrar in consultation with the School Dean's designee. Space utilization, student progress, and pedagogical matters are factors that influence decisions.

### **C. Classroom Scheduling Terms**

The following terms are defined within the context of applicable UC and UC Merced policies and regulations governing classroom scheduling on the UC Merced campus.

1. **Course**: As defined in UC Senate Regulation 739, a curricular offering approved by an agency of the Academic Senate for presentation by an officer of instruction in accordance with UC Senate Regulation 750(A), and under the jurisdiction of an academic agency approved by The Regents.
2. **Regular-Session Course**: Approved Course with assigned Course number that is taught within the official UC Merced academic calendar and is approved by the Undergraduate Council or Graduate Council.
3. **Class**: The period of time during which students meet to pursue a course of instruction. Classes are scheduled to meet in classrooms and can have multiple sections as follows:
  - **Primary Class Section** is the main section of a Class in which students must enroll and usually where credit value is assigned. In most cases the Primary Class Section is a lecture section. Classes can have multiple Primary Class Sections to accommodate enrollment (e.g., Lecture 1, Lecture 2, etc.).
  - **Secondary Class Section** is an additional Class meeting associated with a Primary Class Section. Such sections are usually discussion or laboratory sections.
4. **General Assignment (GA) Classroom**: A room in which Class meetings are scheduled for approved Regular-Session and Summer Session Courses and whose use the Office of the Registrar assigns. The official record of GA Classrooms resides with Facilities Management.
5. **Prime Time**: The Class time between 9:00 a.m. and 3:00 p.m. Schools are responsible for planning Class times with faculty so that no more than 60% of their Class sections are scheduled in Prime Time.