

Guidelines and Instructions for Class Scheduling

Fall 2017 Schedule Worksheets

I. Changing Course Section Information.

A. Line through the obsolete information and write the new information immediately above it.

1. Restrictions & Approvals

- a) Major Restrictions: Write the Major Code in the Major Restriction field (e.g., ACC, MKT, etc.)
- b) Special Approvals: If you wish to restrict a section, you may use one of the following values:
 - (1) D = Department Approval
 - (2) I = Instructor Approval
 - (3) H = Honors Program Approval
 - (4) P = Program Director's Approval

2. Maximum or Expected Enrollment (Max).

- a) Initially, every section must have a maximum enrollment greater than zero if requesting the use of a general classroom.
 - (1) A "0" MAX will mean that the class does not require a general classroom assignment. A 'blank' field will be treated as a "0" MAX section.
- b) **For cross-listed classes, the XLST MAX is the expected overall enrollment of the class. The XLST MAX will be used to determine the size of the classroom needed.**

3. TBA (To Be Arranged) classes.

- a) Type TBA in the Meeting Day field.
 - (1) A class is TBA when the Meeting Day(s) or Meeting Time(s) has not yet been determined.
- b) If TBA is listed in the BLDG (building) field, it will be assumed that a classroom is not needed for the class. Leave the field blank if you wish to have a general use classroom assigned to the section.

4. Multiple Meeting Times.

- a) Enter the 2nd and 3rd meeting times immediately below the 1st meeting time. Rewriting the subject, course number, and section number is not necessary.

5. Instructor's Banner ID, and Name.

- a) The Banner ID and name are needed to update Banner.
- b) If the instructor is new to the university, Social Security Number, date of birth, and full name are required.

B. **Subject and/or Course Number changes require deleting the existing section and adding the new section.**

C. **The credits of a variable credit course may be fixed for any section as long as it falls within the range listed on the approved UHM-1 or UHM-2 form.** For example, a course with an approved variable credit range of 1-6 may be fixed at 3 credits, but not 7 credits.

D. **The Final Edit Report with room assignments will be distributed by the first week of April 2017.**

Deleting Sections.

E. Using the **Fall 2017 SOC Worksheets**, line through the entire line of the course to be deleted.

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II. Adding New Sections

A. Use the SOC-1 form to add new sections that are not listed on SOC Worksheets.

1. List only NEW sections on the SOC-1 form. All other updates are to be listed on SOC Worksheets.
2. If the course number is being changed (e.g., LING 102 is now LING 101), you must delete the current course and add the new course.
3. Insert the letter A (add) in the indicator field.

III. Return all original copies of your worksheets even if NO CHANGES are made. Do not assume your schedule will be deleted or reinstated if not returned.

IV. Section Comments Worksheets

A. Add, change, or delete a comment.

1. Write new comment directly onto the worksheet.
2. Change comment by lining through old comment and writing new comment on the right side.
3. Delete comment by lining through it.
4. Identify all cross-listed courses on the Section Comment Worksheet.
(Example: WS 462 cross-listed as AMST 438.)
5. The \$, %, and + symbols markers enable us to place comments on Class Availability. The placement legend can be found at the bottom of the Section Comment Worksheets

B. You did not receive Section Comments Report.

1. If there were no comments on the rollover schedule, you will not receive this report.
2. To add course comments, attach desired comment(s) along with your schedule.

C. Return all pages of the Course Section Comments. Do not assume that the comments will be deleted or reinstated if not returned.

V. Final Exam Schedule

A. Changing Exam Times.

1. For large lecture sections or combined lecture sections, this may provide for additional back-up sites in an emergency situation.
2. Avoid having too many finals in one day or on the last day of the examination week.
3. Check with the UH Scheduler for feasibility.

B. Changes to the Final Exam Schedule are due by Friday, **March 17, 2017**.

C. The Final Exam Schedule for **Fall 2017** is as follows:

Exam Periods	Dec 11 Monday	Dec 12 Tuesday	Dec 13 Wednesday	Dec 14 Thursday	Dec 15 Friday
7:30 - 9:30 am	2	European Languages	BUS 345 (8:00-12:00) JPN 111-112, 211-212	11	1
9:45 - 11:45 am	4	12	East Asian Languages (except JPN 111-112, 211-212)	13	3
12:00 - 2:00 pm	6	14	MATH 134, 140, 241-242 ACC 460D, FIN 321	15	5
2:15 - 4:15 pm	8	16	OCN 201	ACC 460E, BUS 313	7
4:30 - 6:30 pm	10 HIST 151 152	17 FIL Language	9 ACC 401	18	