

Faculty Guide to Class Scheduling

•Each academic department has a scheduler responsible for submitting the course schedule via Cardinal Station in accordance with the published procedures and guidelines.

•**All semester offerings including class meeting dates/times and room requirements must be submitted via Cardinal Station by the deadlines listed at <http://enrollmentservices.cua.edu/scheduling/>**

Helpful hints for scheduling your classes

- When you offer your class matters. There are some peak meeting times during which there are historically not enough classrooms to meet demand. Those times are MWF 9am-11am, MWF 2:10 pm, and TR 11:10 am. If you are able to schedule in alternative time blocks we recommend you do.
- There is a First Year Experience (FYE) scheduling block on MWF from 9:10-11am. There is *very limited* availability of classrooms during these time blocks. Courses with an enrollment higher than 15 and/or requiring digital presentation equipment should not be scheduled during this time block.
- Don't forget about the university's Approved Scheduling Pattern: <http://enrollmentservices.cua.edu/scheduling/Schedulinggrid.cfm>

Classroom Feedback: Enrollment Services welcomes all feedback about what is & isn't working in classrooms. Please feel free to email any thoughts, recommendations, and ideas to cua-classes@cua.edu so that we may pass the information along to Facilities and/or Technology Services

Classroom Features: Enrollment Services allows you to request the below classroom features to ensure the room meets your pedagogical needs.

- Computer Lab
- Digital Presentation Equipment
- No classroom needed
- Regular room without technology
- TV/VCR/DVD room
- Smartboard room
- Document Camera
- Auditorium style seating
- Tablet Desks
- Tables & Chairs
- Seminar style seating
- Black-out window coverings
- Chalkboard
- Whiteboard
- Lab Demonstration Space
- Specific Software requirements for computer labs

Please work with your department scheduler to request these classroom features. They are aware of the timeline and requirements for submitting the requests.