Important information for spring 14 scheduling
Remember to use the new university scheduling pattern to schedule all on-campus courses.

<table>
<thead>
<tr>
<th>Period</th>
<th>75 Minute Classes</th>
<th>50 Minute Classes</th>
<th>150 Minute Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1*</td>
<td>8:10-9:25</td>
<td>8:10-9:00</td>
<td>8:10 – 10:40</td>
</tr>
<tr>
<td>2</td>
<td>9:40-10:55</td>
<td>9:40-10:30</td>
<td>9:40 – 12:10</td>
</tr>
<tr>
<td>3</td>
<td>11:10-12:25</td>
<td>11:10 – 12:00</td>
<td>11:10 – 1:40</td>
</tr>
<tr>
<td>4</td>
<td>12:40-1:55</td>
<td>12:40 – 1:30</td>
<td>12:40 – 3:10</td>
</tr>
<tr>
<td>5</td>
<td>2:10-3:25</td>
<td>2:10-3:00</td>
<td>2:10 – 4:40</td>
</tr>
<tr>
<td>6</td>
<td>3:40-4:55</td>
<td>3:40-4:30</td>
<td>3:40 – 6:10</td>
</tr>
<tr>
<td>7</td>
<td>5:10-6:25</td>
<td>5:10-6:00</td>
<td>5:10 – 7:40</td>
</tr>
<tr>
<td>8**</td>
<td>6:40-7:55</td>
<td>6:40-7:30</td>
<td>6:40 – 9:10</td>
</tr>
</tbody>
</table>

*Classes can start anytime before or within period one as long as they end by 9:30 am.

**There is no conforming time requirement for classes starting after 7:30 pm.

* University Scheduling Pattern
* Reference complete information regarding the university scheduling grid and constraints on the Enrollment Services website

* May schedule UP TO 50% of classes during periods 3-5 (prime time).

* May schedule UP TO 50% of courses in the T/TH meeting pattern.

* Of classes offered two-days-per-week on any combination of MWF, may schedule up to 50% on MW.

* Once-per-week classes prior to period 7 must be paired in a two-day per week pattern.

* Classes can start anytime before or within period one as long as they end by 9:30 am.

* There is no conforming time requirement for classes that start after 7:30pm.

*Scheduling constraints*
* FYE courses are scheduled MWF 9 am - 11am.
* Has a dramatic affect on space availability for other courses.
* Courses with an enrollment higher than 15 should not be scheduled during this block.
* Courses serving freshmen or expecting significant freshman enrollment should avoid this time.
* Courses requiring digital presentation rooms should not be scheduled during this block.
* During fall 13, we had a significant jump in classes requesting space during the FYE block compared to recent semesters. We need to avoid this for spring 14.
  * Courses are at a disadvantage if they request space during FYE and don’t get it, because they then are only eligible for ‘leftover’ space for whatever time block they end up moving into.

* First Year Experience Block
* All courses should confirm with university scheduling grid.
* Classes that don’t comply with the university scheduling policy and the constraints, and that don’t receive approval by the published deadline; will not receive room assignments and will be hidden from the course offerings.
* Classroom priority is given to courses that adhere to the approved scheduling pattern over those that are non-conforming. Even when the non-conforming courses are approved.
* Approval of non-conforming courses does not guarantee the ability to room the course. The meeting pattern of courses may need to change in order to place them into classrooms due to high demand during particular meeting times.
* If scheduling a class at a non-conforming day/time would not negatively impact classroom usage, and student schedules, and has clear pedagogical reasoning, then the exception will be considered.

* After the schedule is built, if there are courses that need to be offered outside the approved scheduling pattern, requests can be submitted to seek approval.

* To seek non-conforming course consideration, complete the non-conforming course approval form, listing all the non-conforming courses they hope to offer during the semester. When complete send to Meg Jerabek (Jerabek@cua.edu) by close of business on September 27th.
* Remember to run the Class Schedule Compliance to ensure your offerings conform to the university requirements.

* Assist academic schools/departments see how their class schedule adheres to the university scheduling grid and constraints.

* The report is available in Cardinal Station.

* Reference the Schedule of Class Manual for information on how to pull the report.
* If a course requires access to a particular software, this information needs to be entered into Cardinal Station by the scheduling deadline.

* In Cardinal Station > Maintain Schedule of Classes > on the “meetings” tab, note the classroom requirements in the room characteristic field.

* Complete the New Software Request Form by the scheduling deadline if you would like to use a software currently not in use at CUA.

* Complete information on requesting software can be found in the Schedule of Classes Manual

*Requesting Software*
When we roll class data from the previous like semester, we automatically populated the enrollment capacity field for the class to match the actual enrollment for the prior like semester. It is the schedulers’ responsibility to edit this figure if necessary.

For example, if during spring 2011 the actual enrollment for LC 101, was 10 students, then when we roll spring 11 classes to start spring 2012 scheduling the enrollment cap for LC 101 will be 10 in the spring 2012 schedule.

Enrollment Services requires academic departments to base requested enrollment capacities for a course on that course’s historical enrollment. In general do not exceed the average historical enrollment by more than three students.

*Historical Enrollment Figures*
* After the Scheduling Deadline (AKA- FARD Deadline), which for Spring 14 scheduling is September 26th, Schedulers will still be able to adjust the following pieces of information in Cardinal Station:
  * Instructor name for classes, including for bound courses
  * Department consent requirements
  * Waitlist capacity
  * Course topics in the course catalog and class schedule.
  * Class notes

* Complete information on how to make these adjustments can be found in the Schedule Class Manual.

* Additional Cardinal Station Access
The COMP & ORAL subject codes are inactive. All exams will use departmental subject codes.

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate Number</th>
<th>Master’s Number</th>
<th>Doctoral Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Guidance</td>
<td></td>
<td>697</td>
<td>997</td>
</tr>
<tr>
<td>Comprehensive Exam</td>
<td>498</td>
<td>698A- Comps with classes 698B- Comps without classes</td>
<td>998A- Comps with classes 998B- Comps without classes</td>
</tr>
<tr>
<td>Dissertation guidance</td>
<td></td>
<td></td>
<td>996- Doctoral students who are working on their dissertation, including those who are planning on defending, should enroll in their departmental dissertation guidance course.</td>
</tr>
</tbody>
</table>
Add your school/department exams to the spring 14 class offerings.

Each department should identify the day/time of their comprehensive exam while building their semester schedule.

All comprehensive exam dates will be noted in Cardinal Station, under the course notes tab. This will allow students to be aware of the exam date at the point of registration. Please email your exam day/time information to Megan Jerabek (Jerabek@cua.edu) by the scheduling deadline for the semester.

For additional information on scheduling comps in Cardinal Station reference the class schedule manual.
September 26, 2013: Last day for schools/departments to make any changes in Cardinal Station. Including changes to meeting day/time, room characteristic, etc.

September 27, 2013: back to back, bound, and new software request forms due.

September 27, 2013: All non-conforming course approval forms due.

November 4, 2013: Registration begins

Please check the Enrollment Services website for a complete list of all Spring 14 scheduling deadlines.

Important Deadlines to Remember