

## Course Scheduling General Info

- When requesting cap changes or signing Add/Drops please be aware of the room capacity. If you over-register students or overbook a room, ***it will be your responsibility*** to negotiate any changes or room swaps, as well as contact any affected students.
- Departments that share courses must coordinate before changes are submitted to the Registrar's Office.
- After Advising for a term has begun, you will need to submit the "Scheduled Section Change" form. This will need to be routed to Dept Head, Dean, and Provost's office for signatures before being delivered to the Registrar's Office. Please route for any major changes including day/time changes, adding a section, cancelling a section, changing class restrictions, changing instructional method or course start & end dates. If there is already enrollment in these sections, *your office will be responsible for dropping and notifying all affected students.*
  - If you are adding a section you must find an available room for that time. We are unable to schedule a new section if there is no room availability. In this instance you may negotiate with other departments to use their controlled spaces if no registrar-scheduled rooms are available. (Please use the 'Available Room' tool in Ad Astra)
  - Often times there is more room availability outside of the "primetime" time slots (9am-3pm). Please consider offering sections outside of this time frame.
  - If you wish to offer a course outside of the standard meeting patterns, you must submit a written proposal to the Registrar and Associate Provost for approval. Standard meeting patterns are listed on our website.
- Please refer to the Registrar's Administrative Calendar on our website for pertinent due dates and information for the academic term.
- Periodically throughout the semester our office sends important deadlines notices and other information to the *dandd* listserv (Deans and Dept Heads listserv). Please contact our office if you are not on this listserv and you wish to subscribe.
- Preferred method of receiving course updates is to Copy and Paste/Export the Schedule of Classes into an Excel spreadsheet. Please use **current version** (for that term) of Schedule of Classes to make all edits because the info varies from semester to semester, particularly CRNs, dates and room assignments. (e.g. for Spring 2019 edits please copy directly from Spring 2019 Schedule of Classes). Please use **red** font to indicate new info or edits, add notations if you are adding or cancelling a section and ~~strikethrough~~ the old info; please do not overwrite original info! This method helps us preserve an original record of the Schedule of Classes in the event that updates we've processed need to be reversed for any reason. Once the change is made in Banner, there is no way to retrieve history.
- If a course is offered every other/alternating year, you must request those each time because they will not "roll" over when our office rolls terms.
- Special Topics courses will be removed from the Schedule of Classes after every roll, so please be sure to request these individually each semester as well. Special Topics courses that have been offered with a particular topic before must be requested a second time via a Scheduled Section Change form sent to the Provost Office (ATTN: Keely Holmes.) If the Special Topic course has never been offered before, these must be submitted to the CiM (Curriculum Inventory Management) workflow with a unique section number in order to receive the appropriate approvals. Special Topics courses are only intended to be offered twice until a hard coded/permanent number must be pursued.
- Please remind your faculty to check their room assignments for each term and submit any changes ASAP **prior to** the start of each semester!! Ideally, we urge you to have your faculty

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look at their room assignments for the next term *before* the end of the current semester. The closer it gets to the start of the semester, the harder it is to accommodate changes. Keep in mind that it is increasingly more difficult to make changes during the first couple weeks of classes, and it is also more disruptive to students.

- If there is a maintenance problem or equipment problem in a registrar-scheduled room, please report all issues to our office immediately and we will vet it to the appropriate department (Facilities, ITC etc.) Also, we welcome feedback on how we can improve our spaces campus-wide.
- When multiple instructors are listed on the same course, the teaching percentages must be indicated by the academic department. The total of all instructors should equal 100% unless approved otherwise by the Office of the Provost. Instructors listed at 0% will have access to D2L and, potentially, grading, but are not included in the automated course evaluation process. Instructors with percentages from 1%-100% will be included in the automated course evaluation process. If only one instructor is listed on a course, the teaching percentage will always be 100%.

## Common Hour Exams

- Please collaborate with your faculty to determine common hour needs and combining of sections into exam rooms.
- Once Common Hour Exams & Finals have been set, please review and return necessary changes ASAP. This is due to the fact that we open the calendar to event scheduling, which could affect room availability.

## Ad Astra

- To reserve Registrar-scheduled rooms for events, please fill out and return a "Classroom Reservation Request" form to [eventscheduling@montana.edu](mailto:eventscheduling@montana.edu). You can find the form at ([www.montana.edu/registrar](http://www.montana.edu/registrar)) under "All Forms."
- To inquire about a Registrar-scheduled room for an *academic course*, please contact [coursescheduling@montana.edu](mailto:coursescheduling@montana.edu).

## DegreeWorks

- Any changes to the scribe in DegreeWorks must be submitted through the Certifying Officer, Exceptions Manager or Department Head, and must align with the catalog. If your department needs to make changes to the new, upcoming catalog & the DegreeWorks scribe, please submit them through the CIM (Course Inventory Management). All DegreeWorks inquiries can be sent to [degreeworks@montana.edu](mailto:degreeworks@montana.edu).
- Contact Shelburn Murray in the Registrar's Office for an Exceptions Manager training.

## Curriculum Inventory Management/CourseLeaf catalog software

- Any changes to credits, instructional methods/schedule type, course titles, prerequisites, co-requisites, course descriptions etc. must be submitted through the CIM for approval through the workflow process. These cannot be modified via a Schedule Section Change form or via regular edits.

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- Visit the Provost's website for more resources for Curriculum Development.  
<https://www.montana.edu/provost/curriculum-development/>
- Contact Jessi Cannaday in the Registrar's Office to schedule a training.