November 18, 2024

Dear Deans,

Thank you and your staff for an excellent job on the Spring 2025 schedule. Despite some of the technical challenges, there were very few issues that needed to be addressed as follow up.

We are now in the planning phase for the Fall 2025 schedule, and you play a significant role in the planning process, as well as in ensuring advanced coordination across colleges and campuses.

Here are some important milestones and guidance related to those efforts.

December 2: The Registrar will send an email to your schedulers, and copy you, that the Fall 2025 schedule has been rolled. Please plan fall within the larger context of the academic year Fall 2025, Spring 2026, Summer 2026.

February 28: Final schedules are due from the programs to you no later than Friday, February 28. You might want to establish additional internal deadlines, to ensure time for advanced coordination across your college units, as well as other colleges and campuses, of the appropriate balance of courses, etc.

March 7: Deans/designees submit the Fall 2025 schedule to the Registrar's office no later than Friday, March 7. The Dean/designee confirms in an email to OAA that the college's schedule is complete and submitted.

March 31: Schedule is viewable Monday, March 31. Schedulers will want to conduct a review of the schedule, including ensuring any course fees listed are correct. As a reminder, UAA can lower costs that have already been published, but as a rule cannot increase costs to students. Contact OAA with any questions.

April 4: Priority Registration begins Friday, April 4.

PLANNING, COORDINATION AND REVIEW:

Scheduling units: We have just learned that the system will allow only one person at a time to work on the schedule within a given scheduling unit. If more than one scheduler in that unit is working on the schedule, when one person saves their changes, all others will be unable to save their work. The assigned scheduling unit breakdown is attached, for your information, so you can "take turns" working on the schedule within your unit.

Plan for the upcoming two academic years: While only the fall schedule will roll out to the schedulers, I am asking you and your folks to look at the larger plan for the next two academic years. One helpful place for programs to access historical information about the schedule is the [UAA Class Schedule Search and Fee Search](#).

Plan within the full program rotation: The above should fit into the planned 3- to 4-year course rotation that meets the needs of your majors, of other majors that use your courses, and (where applicable) of general education. Focus on required courses, with a small addition of those electives that are likely to attract substantial enrollment.

Determine number of sections needed: Evaluate the last 2 years of enrollment in department courses in Anchorage to determine the appropriate number of sections and modalities to offer. Please note you should only

increase section offerings where there has been clear evidence of insufficient offerings to meet demand; we should not do so in an attempt to "return" enrollment previously experienced in community campus online sections to the Anchorage campus.

Focus on student needs: You will want to plan your schedule according to the courses your students need, at the various locations and in the various formats needed, rather than merely repeating past schedules. Consider input from UAA Advising, internal surveys of your majors, or other sources to find out their preferences for days, times, delivery modes and semester lengths (e.g., late start) for particular courses. Short-term courses or weekend courses can be effective for our students.

Use standard time blocks/start times: Use the standard time blocks in the charts below. For late start courses, i.e., courses that begin later in the semester, use at least the standard start times. All exceptions to standard start times, regardless of campus, must be approved by the provost, as per the exception process outlined below.

Coordinate: Coordinate with the community campuses to ensure the appropriate number of seats are available, along with a mix of delivery modes, days and times, etc. Where community campuses have full-time faculty in a discipline, I am asking that the department coordinate the scheduling of all online courses to include the Anchorage campus and affected community campuses. Departments will also want to coordinate with the campuses for scheduling online GER sections on campuses where only adjunct faculty are available to teach those GERs. The list of community campus schedulers is attached for your reference.

Carefully consider modality: Modality is a shared decision between faculty and administration. Faculty propose modality, and deans and community campus directors and their designees evaluate the need for various modalities and adjust accordingly. My guidance is that the simplest offerings - In Person, Online Set Time, or Online No Set Time - are best for the majority of students and offer clearer pedagogy options for faculty as well. Remember that faculty teaching online no set time courses must document their RSI training.

Use the FOCUS modality codes and section notes: Please see the attached FOCUS guidance (*FOCUS 2 Scheduling Guidance 12-12-2022*). It includes how to consistently indicate modality in the schedule, as well as guidance around standardized section notes, and when to use a section note. Please do not incorporate other section notes. Instructors will want to use the syllabus and other forms of communication to the registered students for additional information and details.

SECTION NOTES

Section notes should be used rarely, with only a few that are required. Examples of required section notes are the following:

- Approved section notes required by the modality, as outlined in the FOCUS document.
- If multiple CRNs have been approved, the following section note is required for FERPA compliance: "This course is offered concurrently with another section of the same course." OR "This course is offered concurrently with another course."
- Course descriptions for selected topics show up in section notes.
- *New* - When a course has a prerequisite course that has undergone a curricular change and the older version of the course no longer works in the system as a prerequisite, use the following format, "CIS A110 has been updated to BADA A110. If you are having difficulty registering for your class because you took CIS A110 and the system is not recognizing it as meeting the prerequisite, please connect with your advisor."
- If a student must have access to high speed internet, for example, in order to participate in the course such as a course that requires the use of specialized software.

Examples of section notes that are not required but helpful are those that give a heads up about unique circumstances, such as being located on JBER or needing to travel to a remote area.

Section notes about the use of Blackboard for the distribution of materials typically should not be used, as all courses may, and many do, use Blackboard for these purposes. The goal of section notes is to call out only those unique circumstances for which we need to raise students' awareness.

ROOMS

College-controlled rooms (Formerly centrally scheduled): To avoid losing your college's priority rooms, the schedule is being rolled without room assignments for the college-controlled rooms. While this means you will need to enter each of the rooms in the room field, the goal is to prevent the impression that the college has "given up" its priority scheduling for that room.

> **Between December 2 and February 27**, your schedulers will use the rooms assigned to your college.

> **Between February 28 and March 7**, colleges wishing to schedule in another college's priority room will coordinate directly with that college and obtain permission before selecting the room in CLSS.

> The priority rooms are attached, as is the list of schedulers. These have been updated, so please use these versions.

Department-controlled rooms: Department-controlled rooms will roll from the previous fall semester.

College-level room coordination: The Registrar's Office receives double booked rooms, sometimes from within the same college. Please plan some coordination opportunities across your scheduling units to try to avoid double booking your priority rooms.

TEXTBOOK AFFORDABILITY

Identify Zero Textbook and Low Textbook Cost Sections with the appropriate attributes: Consider the importance of textbook affordability to student success and have faculty work with your schedulers to have their courses marked as ZTC (Zero Textbook Cost) or LTC (Low Textbook Cost) when appropriate**.** Schedulers should only apply one code per section, either ZTC for zero textbook cost or LTC for sections with materials totaling $40.00 or less.

COURSE FEES

When to enter a fee: If the course has a variable fee or if the course is a Selected Topics Course, schedulers must follow this guidance: <u>In the comments, enter the word FEES followed by the fee detail code and then the correct fee amount</u>.

Approved fee request forms are archived on the [Course Fee SharePoint site](). These forms will tell you whether or not the fee is variable, what the fee for a specific selected topic is, etc. If the fee is for a selected topics course, you will need to check the approved form for that particular topic.

Conduct a Course Fee Check: Incorporate a review of any listed course fees into your process to ensure the fee listed on the schedule aligns with the officially approved fee. [Access the current approved course fees for the Anchorage campus here.]() (The report is updated daily from Banner to reflect any fee changes approved for the next semester.)

EXCEPTIONS:

Provost/OAA approval required:

1) All nonstandard start times, regardless of campus. Note that the Provost's expectation is that most classes would use standard times except where part of a cohort program, or when necessary for coordinating with off-campus entities.

2) All uses of multiple CRNs for a single course that is not cross-listed or stacked as per the catalog. A standing exception to use multiple CRNs for one section may be requested when a college/campus has an agreement that requires In Person instruction and the college/campus also needs to have an online option for the course.

3) All significant changes (days, times, location, modality, or semester length) after the schedule is viewable.

Requesting an Exception: Send exception requests to <u>uaa_oaa@alaska.edu</u>. Subject line: *Schedule Exception Request: <College> <stg. descriptive, e.g., late change for Prefix Number>.* These should come from the dean or their college-level delegate and use the *Class Schedule Exception Request Form 12-15-22* that is in the Academic Affairs Processes drive.

As with any new or adjusted process, you will note things that can be improved. Please keep track of your ideas, and we will discuss this together as a deans' council.

Thank you for your attention to this important function.

Sincerely,

Denise

Standard Time Blocks Based on Current UAA Start Times

3-unit classes MW or TR (75 minutes)	MWF (50 minutes)	M only, T only, W only, R only, F only, S only (165 minutes)
7:00-8:15	7:00-7:50	
8:30-9:45	8:30-9:20	8:30-11:15*
10:00-11:15	10:00-10:50	
11:30-12:45	11:30-12:20	11:30-2:15*
1:00-2:15	1:00-1:50	
2:30-3:45	2:30-3:20	2:30-5:15
4:00-5:15	4:00-4:50	
5:30-6:45	5:30-6:20	5:30-8:15
7:00-8:15	7:00-7:50	
8:30-9:45	8:30-9:20	

4-unit classes MW or TR (100 minutes)	MWF (70 minutes)	MTWR (50 minutes)
	7:00-8:10	7:00-7:50

4-unit classes MW or TR (100 minutes)	MWF (70 minutes)	MTWR (50 minutes)
8:30-10:10	8:30-9:40	8:30-9:20
	10:00-11:10	10:00-10:50
11:30-1:10	11:30-12:40	11:30-12:20
	1:00-2:10	1:00-1:50
2:30-4:10	2:30-3:40	2:30-3:20
	4:00-5:10	4:00-4:50
5:30-7:10	5:30-6:40	5:30-6:20
		7:00-7:50
		8:30-9:20

*On rare occasions, certain classes may meet one time per week. Preference is to schedule one-day-per-week classes in the evening or on weekends.