



March 25, 2024

Dear Deans,

We are now in the planning phase for the Spring 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.

**April 1:** The Registrar will send an email to your schedulers, and copy you, that the Spring 2025 schedule has been rolled. Please plan spring within the larger context of the academic year Fall 2024, Spring 2025, Summer 2025.

**September 27:** Final schedules are due from the programs to you no later than Friday, September 27. You might want to establish additional internal deadlines, to ensure time for advanced coordination across campuses and colleges, the appropriate balance of courses, etc.

**October 4:** Deans/designees submit the Spring 2025 schedule to the Registrar's office no later than Friday, October 4. The Dean/designee confirms in an email to OAA that the college's schedule is complete and submitted.

**October 28:** Schedule is viewable Monday, October 28.

**November 1:** Priority Registration begins Friday, November 1.

#### **PLANNING, COORDINATION AND REVIEW:**

Please provide the below guidance to your schedulers and approvers, to frame their work developing the schedule.

More guidance is coming soon from the SEM Schedule Coordination Committee, but for now:

**Plan for the upcoming two academic years:** While only the spring 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. 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) when appropriate.

**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. Deans and associate deans have access to *Class Schedule Exception Request Form 12-15-22* in the Academic Affairs Processes drive.

**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.

**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 are the best. "In Person" (either fully on campus or fully distance and synchronous) and "Online" (no set meeting times, no date or location) are best for the majority of students and offer clearer pedagogy options for faculty as well. Remember that faculty teaching online 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. Additional section notes tend to add confusion, and I highly recommend that instructors use the syllabus and other forms of communication to the registered students for additional information and details.

**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.
- 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 [uaa\\_oaa@alaska.edu](mailto:uaa_oaa@alaska.edu). Subject line: *Schedule Exception Request: <College> <stg. descriptive, e.g., late change for Prefix Number>*. These should come from you or your 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**

| <b>3-unit classes<br/>MW or TR (75 minutes)</b> | <b>MWF (50 minutes)</b> | <b>M only, T only, W only,<br/>R only, F only, S only<br/>(165 minutes)</b> |
|---|-------------------------|---|
| 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               |   |

| <b>4-unit classes<br/>MW or TR (100 minutes)</b> | <b>MWF (70 minutes)</b> | <b>MTWR (50 minutes)</b> |
|--|-------------------------|--------------------------|
|  | 7:00-8:10               | 7:00-7:50                |
| 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                |

| <b>4-unit classes</b>         |                         |                          |
|-------------------------------|-------------------------|--------------------------|
| <b>MW or TR (100 minutes)</b> | <b>MWF (70 minutes)</b> | <b>MTWR (50 minutes)</b> |
| 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.