

SCHEDULING TIME LINES & PROCEDURES

Activity	Person Responsible	Due Dates	Calendar Date
Course Surveys & Applications completed.	Counselor/Advisor	Dept. Pre-Advising & Registration week	_____ At time of registration.
Submit proposed schedule with probable enrollment.	Center Directors	Wednesday afternoon of 6 th week of classes.	_____ To VP for Instruction & Dept. Chairs.
Schedule made available to Dept. Chairs.	VP for Instruction office.	Friday morning of 6 th week of classes.	_____
Department Chairs assign full-time faculty.	Department Chairs.	Friday noon of 7 th wee of classes.	_____
Department Chairs and District Directors meet to review schedule.	Department Chairs/District Directors.	Tuesday morning of 8 th week of classes.	_____
The schedule is returned to District Directors with full-time faculty assigned.	VP for Instruction office.	Monday morning of 9 th week of classes.	_____
The course schedule, with changes & full-time and adjunct faculty assigned, turned into VP of Instruction.	District Directors	Wednesday morning of 10 th week of classes.	_____
Final schedule done & sent out to districts and staff.	VP for Instruction office.	Friday afternoon of 10 th week of classes.	_____
Departmental pre-advising	District staff and advisors.	11 th week of classes.	_____

COURSE SCHEDULING PROCEDURE/GUIDELINES

Activity	Person Responsible	Due Date
Planning meeting for all directors, counselors and academic advisors to review procedures, responsibility, deadlines and changes in status sheets/major requirements.	VP for Instruction/VP for Student Services.	First week faculty returns.
Course surveys and potential Graduate applicants completed at time of registration.	Counselor/Advisors.	Week of registration.

Written notification to registrar about course closing and opening for present semester and changes in credit hours or lab fees.	VP for Instruction.	1 st week after registration.
Tentative schedule circulated to students for response.	Center Directors	2 nd & 3 rd week of class.
Review responses to tentative schedule.	Directors/Counselors/Advisors.	4 th week of class.
Submit proposed schedule to Local Boards for their approval and recommendations.	Center Directors.	5 th -8 th week of class.
Submit preferred schedule with probable student enrollments to VP for Instruction.	Center Directors.	8 th week of class.
Submit requests to Instructional departments.	VP for Instruction.	9 th week of class.
Complete schedule and meet with Chairpersons and Center Directors to assign full-time faculty, indicate lab fees, order textbooks for part-timers and Chairpersons.	VP for Instruction.	10 th week/Friday.
Textbook orders.	Full-time faculty/Chairs.	10 th week of class.
Semi-final schedule typed and distributed to Center Directors.	VP for Instruction.	11 th week of class.
Meeting with Center Directors and Department Chairs to respond to semi-final schedule. Last chance to make schedule modifications.	VP for Instruction, Directors and Chairpersons.	12 th week of class.
Distribution of revised schedule to districts and staff.	VP for Instruction.	13 th week of class.
Selection and approval of part-time faculty.	Directors/Chairpersons.	10 th -12 th weeks of class.
Review and print of final schedule. Distribute before semester ends.	VP for Student Affairs, Institutional Dev. Chair.	14 th week of class.
Publicity for courses.	Center Directors/Institutional Dev.	On-going.
Cancellation of courses without approved instructor.	VP for Instruction/Directors.	Week before registration.
Cancellation of courses without sufficient enrollment.	VP for Instruction, Chairpersons and Directors.	Week after registration.

GUIDELINES

1. Final responsibility for scheduling of classes shall rest with the VP for Instruction who must consult and receive consensus with Directors and Chairpersons to assure compliance with all policies and procedures.
2. It is the responsibility of each District Director to make sure proposed schedules are

approved by the Local Boards and are forwarded to the V.P.

3. It is the responsibility of the Counselor in each District and academic advisors assigned to the District to make sure that course requests are compatible with student needs and course prerequisite.
4. Student surveys are the responsibility of the Counselor and academic advisor. Unanticipated community/student needs for courses not planned through utilized student records are the responsibility of center Directors.
5. It is the responsibility of the VP for Instruction, District Directors, and Department Chairs to distribute full time faculty assignments in such a way as to assure that no district has a disproportionate number of part-time faculty to recruit.
6. Academic Advisors are assigned to Districts according to procedures developed by the instructional division as part of each faculty members work plan. (See 60-004)
7. District Directors are responsible for academic advisors in terms of reporting to the VP for Instruction on their effectiveness and attention to duty.
8. District Directors are responsible for submitting proposed schedule to local college boards for concurrence.
9. The VP for Community Services and Student Development shall supervise compliance of time with the centers. Any problems should be noted early on and strategies for resolution developed (e.g., sick or missing personnel).
10. Student travel to other districts may be required for some courses in order to expedite graduation. Every effort will be made to deliver courses at each district for the students of that district.
11. Adjunct Faculty are hired by the District Director from those approved through the respective chairpersons according to established policy. (See 71-008)
12. Textbooks ordering is the responsibility of full time faculty through the respective chairperson. Textbook ordering for part-timers is the responsibility of chairpersons.
13. Students who will graduate at the end of the academic year should receive priority on course requests. If the student has made reasonable effort to complete requirements that the District Director should notify the VP and the course will be requesting classes.
14. Restricted or special programs for nursing, agriculture, and special projects are not the scheduling responsibility of the district staff although courses in these areas may be offered in District Centers. The center director will need sufficient notice of these classes in order to schedule a classroom.
15. Enrollment limitations are place on all courses, 30 for all courses, except 010 courses which will not be more than 25. Other courses may be limited because of special nature (i.e., labs).

16. Classes which constitute the college core requirements will be offered on an established, rotating schedule in all but the smallest districts. In these districts, they will be offered based upon student request. The rotating schedule of core classes will be posted in each center so students will be able to plan their course accordingly.