Tips for scheduling classes:

Try to have 100-level courses in both morning and afternoon (athletes, ROTC can’t do mornings).

Faculty-taught classes should be in our rooms as much as possible.

Put as many labs as possible in HN 107 and let Christine find rooms for the rest.

Put as many recitations as possible in HN 125 and HN 130 and let Christine find rooms for the rest.

Make a couple small 155 sections at 8am and late afternoon; if we end up needing to combine sections because of lack of instructors it is easier to find large rooms during those times.

Don’t let the 600- and up courses conflict if at all possible.

You can request course enrollment history and waitlist history from Christine if you want to see trends in demand for certain courses.

Steps:

1. In fall, yearly faculty assignment planning occurs. Request information from all faculty on what they want to teach the next year.
2. Each semester, request teaching time preferences from all faculty.
3. Fall schedule has to be turned in to Christine by first week of December the year prior.
4. Spring schedule has to be turned in to Christine by mid-June the year prior.