SCHEDULE PREPARATION AND DEADLINES

Schedule Preparation
Student Services/ Administration Building, Room 211
Office of Instruction and Institutional Effectiveness
Catalog/ Schedule Coordinator, David Schlanger, Ext. 6137

The Office of Instruction and Institutional Effectiveness has the responsibility for the planning and development of the Schedule of Classes for each term. Through a collegial process including the faculty, support staff, and administrators, the narrative sections, and class listings are compiled, edited, and posted to the college's website.

Scheduling of Classes
• Is initiated at the School/ Department level several months in advance of publication of the Schedule of Classes
• Provides faculty with the opportunity to plan their load assignments
• Provides staff time to input and edit the schedule, secure rooms, order texts, and register students
• Is based on priorities that promote the transfer curricula, occupational certificate programs, and basic skills courses.
• Changes may be necessary due to enrollment fluctuations, economic conditions, or an unexpected change in faculty availability.

New Courses
Proposals must be initiated in CurricUNET not later than November 1. New courses submitted by this deadline and subsequently approved by the Curriculum Committee by January 31 may be scheduled in the following academic year. (Example: a new course approved by the Curriculum Committee in December 2015 may be scheduled in the Fall 2016 or Spring 2017 terms. It CANNOT be offered in Spring 2016 because that schedule is already set.)

Modifications to Existing Courses
Modifications that change course subject acronyms, numbers, titles, or requisites also need to be initiated in CurricUNET by November 1.

The Office of Instruction and Institutional Effectiveness publishes a Schedule Master Calendar that includes all specific timelines and due dates. Faculty members are requested to adhere to the timelines to assure an orderly and accurate development and distribution of the schedule. See your coordinator for deadlines.