

## Schedule of Classes Input and Classroom Assignments

- **Purpose:** Define the procedures followed regarding the scheduling of academic classes/courses and the assigning of academic classrooms.
- **Governance:** Academic Affairs and Registrar's Office
- **History:** Created April 15, 2021
- **Policy:** The Registrar's Office assist the academic departments with scheduling of classes input and assist with the securing of classroom assignment for on ground courses. The Registrar's Office is responsible for ensuring each scheduled class meets the appropriate number of contact hours as defined in Policy 2:064 Credit Hours.

The Registrar's Office prepares the academic departments for inputting the schedule of classes information and classroom assignments. The schedule input is requested from the academic departments utilizing two sets of input dates during the academic year. The schedule input dates are categorized into two specific sets of terms, Summer and Fall terms are one input and the Spring term is a separate input. The academic departments must enter all course information and classroom assignments for the Clarksville and Fort Campbell campuses during the specific input dates to ensure the Schedule of Classes is published prior to priority registration.

### The Procedure for Schedule of Classes Input and Classroom Assignments is as follows:

1. To initiate the schedule of classes input, the Registrar's Office sends an email to the department chairs, copying the academic deans, academic assistants and the Vice Provost, Student Achievement informing everyone the Summer/Fall or Spring Schedule of Classes is available for course input. The email provides information regarding the Ellucian Banner SYASECT form that is used for entering course information, class course modalities (instructional methods), schedule input deadlines, room assignment instructions and point of contacts for assistance are detailed.
2. Included in the email are five attachments to assist with schedule of classes input.
  - a. Schedule Input Dates (based on term)
  - b. Adding and Cancelling Courses(s) Instructions (course information is entered in SYASECT)
  - c. Section Number Table – Meeting Days/Times and Section Table (assist with course and classroom assignments)
  - d. Additional Information for Schedule Input of Classes-Campus Codes, Term Codes, Part-of-Term Codes, Instructional Methods, Building Codes (assist with entering the course information)

e. Priority Registration Schedule (for specific terms...Summer/Fall or Spring)

3. The Schedule Input Dates are designed to allow the academic departments two input periods for the specific term listed. The Registrar's Office will open SYASECT (Schedule) form by accessing UC4 (Workload Automation Applications Manager) and utilizing the job titled "ST\_P\_SYASECT\_ASSIGN". This is used for both opening and closing of SYASECT for the academic departments. The academic departments are given two (2) weeks for the initial input of classes, then SYASECT is closed for one (1) week for the Registrar's Office to review the departmental course entries. SYASECT is opened for the second and final input, allowing the academic departments an additional two (2) weeks for course input, afterwards SYASECT is closed to the academic departments. The academic departments utilizes the Schedule with Faculty Search report in Argos (Enterprise Reporting) to access a listing of the courses they have created and the information pertaining to the course. The Registrar's Office has one (1) week to review the course entries. The scheduling specialist reviews the course information for accuracy of section numbers, day/time assignments, course modalities (instructional methods), campus codes/locations, schedule type, course capacity, special approval and building/classroom assignments.
4. Departments must assign their designated classrooms during input, priority room assignments are only for the first/initial input. During the second/final input priority room assignments will no longer be available, so any academic department can assign a classroom that is still available/open. Classrooms consist of rooms with current technology, smartboards and computers. Laboratory classrooms are equipped with individual science stations. We have some classrooms that are restricted to a specific academic department, which only allows that department usage and it is unavailable for general use. These classrooms typically belong to departments such as Nursing, where clinical beds and medical equipment are located or the Art department, where art studios consist of art material such as large easels, but no desks and chairs are located in the room. Once input is over, if the department fails to enter a room assignment, we will not move courses already assigned to a room to accommodate requests, unless it warrants the move. We request that the academic departments retrieve a record of the classes they have inputted by running the Room Schedule report in Argos and keeping it for their records. During the Registrar's Office final review of schedule of classes input, if there are any on ground courses that do not have a classroom assigned, the Registrar's Office will assign it. Descriptions of the classroom inventory can be viewed in Banner using the SLARDEF (Room Definition) form. The academic departments can locate classroom usage and availability by accessing Argos and viewing the Room Schedule with Room Comments report. Classrooms must be assigned prior to priority registration beginning. All these dates are listed on the Schedule Input Dates attachment.
5. After the schedule of classes input has concluded for the specific term, if the academic department requests a new course to be created, the scheduling specialist is

responsible for creating it. The academic departments no longer have access to SYASECT to enter course information, but they always have access to SYACMAX (Control Course Enrollment) and SIAASGN (Faculty Assignment). Due to COVID-19, modality changes were implemented during the Spring 2020 term. As the university moves forward with the Summer and Fall 2021 schedule input, any course sections that were typically offered online (WEB) or Hybrid (HYB) prior to COVID-19 can continue to be offered in that modality. If the department seeks to offer WEB, Hybrid or DVC (Desktop Video Conferencing in which class sessions are held at scheduled /synchronous times), the department chair must submit a Course Modality Change Approval request, located on the Registrar's Office page, under Secure Faculty Forms. This request requires the dean and provost approval.

6. To ensure that the Schedule of Classes is published prior to priority registration, it is important that the academic departments follow the input timeline provided in the Schedule Input Dates attachment. This allows advisors time for advising appointments and students time to prepare for their advising sessions.
7. Additional Information Sheet  
**Campus Codes** (Primary Campus Codes, See Additional Codes Below)  
14M Clarksville Campus APSU  
AJA Fort Campbell Campus APSU

**Term Codes = Year Courses are Offered Plus the Next Two Digits Below for Appropriate Term**

The term will be written as the year with the term code following.  
Ex. 202114 = Spring Clarksville Campus 2021

<b><u>Code</u></b>	<b><u>Term/Semester</u></b>
11	Spring I – Fort Campbell
14	Spring – Clarksville Campus
17	Spring II – Fort Campbell
54	Summer – Clarksville Campus
57	Summer III – Fort Campbell
81	Fall I – Fort Campbell
84	Fall – Clarksville Campus
87	Fall II – Fort Campbell

**Part-of-Term (POT) Codes – Codes within Terms/Semesters**

**Code Description**

1	Full Term (Clarksville and Fort Campbell Campus Full Semester/Term)
A	First 7 ½ Weeks (Clarksville Campus Only)
B	Second 7 ½ Weeks (Clarksville Campus Only)
M	Maymester (Clarksville Campus Only)
S1	Summer I (Clarksville Campus Only)
S2	Summer II (Clarksville Campus)
W	Wintermester (Fort Campbell Campus Only)

**Instructional Method**

CLN	Clinicals
CON	Conventional Methodology (Face to Face)
DVC	Desktop Videoconferencing (meet online on given days and times)
HYB	Hybrid (Face to Face and Online)
IND	Independent Study
NCM	Non-conventional Media
THS	Thesis
PRA	Practicum: Student Teaching/Field Study/Co-op
WEB	Online Delivery

**Building Codes-Clarksville Campus**

Clarksville Campus Codes		Ft. Campbell	
CL	Clement	EC0202	Ft. Campbell Education Center
CX	Claxton	EC0203	APSU Education Center
DU	Dunn	EC0606	
HH	Harned Hall	EC03305	
HSC	Hemlock		
KB	Kimbrough		
MC	McCord		
MMC	Music Mass Comm		
MMCS	Maynard Math & Computer Science		
MUC	Morgan University Center		
MX	Marks		
SSC	Sundquist Science		
TR	Trahern		

## **Additional Campus Codes**

A5F Pratt Museum  
AB2 Highland Crest College Campus (Springfield)  
APG Renaissance Center (Dickson)  
APB Study Abroad Mexico Guanajuato  
APC Chicoutimi Study Abroad Quebec  
APD London Study Abroad UK  
APE Berlin Study Abroad Germany  
ARF Study Abroad Europe  
ARG Study Abroad Japan  
ARH Study Abroad Spain  
ARI Study Abroad Belize  
ARJ Study Abroad Australia  
ARK Study Abroad Hong Kong China  
ARL Study Abroad India  
ARM Study Abroad Ireland  
ARN Study Abroad Scotland  
ARO Kyunpook Nat Univ South Korea  
ARP Study Abroad Mid Sweden Univ  
ARQ Natl Changhua Univ Taiwan  
ARR Study Abroad Austria  
ARS Study Abroad Greece  
ART Study Abroad Russia  
ARU Study Abroad England  
ARV Universite d'Orleans, France  
AS3 Soto Cano AB-Educ Ctr Honduras  
AB3 Certaldo Italy  
AB4 Univ of Sunderland –UK  
AB5 Technische Univ Graz – Austria  
AB6 Univ of Ghana – Accra Ghana  
AB7 Jiangxi Univ Fin and Econ-China  
A2A Pellissippi State CC  
A2B Univ of Central Lancashire  
A2C Japan-Tokyo-Hiroshima-Kyoto  
A2K Study Abroad Finland  
A2E Study Abroad Milan Firenze Italy  
A2F Study Abroad Puerto Rico  
A2M The Washington Center – Wash DC  
A2N Study Abroad Fribourg Switzerland  
A2P Study Abroad Italy  
A2T Clarksville Regional Airport  
AZK Managua, Nicaragua-Univ America  
15M Jackson State CC, Main Campus  
AGE Greenwood Complex  
A99 Galapagos Prov Ecuador  
AA9 Fnd del Gran Rosario-SF Argen  
AR2 Costa Rica  
APC Chicoutimi Study Abroad Quebec  
AS2 19 ASOS Bldg. 7146 Ft Camp KY  
AZ6 Jamaica  
A3B Central Services South

8. Section number tables sheet

**Clarksville Campus Section Number Table  
and Standard Meeting Times for Fall and Spring Semesters**

Effective: Fall 2018

(-Changed Spring 2009 – removed 12:40 – 2:05 MW time slot)

(Adjusted M/W times after the 2:20 time to avoid conflict w/ MWF 1:25 – 2:20 time)

**YOU MUST FOLLOW THE DESIGNATED TIMES LISTED WITH THE SECTION NUMBER**

<u>Section Number</u>	<u>Start Time</u>	<u>Stop Time</u>	<u>Days</u>
00	06:55 am	07:50 am	MWF
01	08:00 am	08:55 am	MWF
03	09:05 am	10:00 am	MWF
05	10:10 am	11:05 am	MWF
07	11:15 am	12:10 pm	MWF
09	12:20 pm	01:15 pm	MWF
11	01:25 pm	02:20 pm	MWF
13	02:30 pm	03:25 pm	MWF
17	02:30 pm	03:55 PM	MW
19	03:35 pm	05:00 pm	MW
21	04:05 pm	05:30 pm	MW
23	05:10 pm	06:35 pm	MW
25	06:40 pm	08:05 pm	MW
27	08:10 pm	09:35 pm	MW
29	02:20 pm	05:20 pm	M OR W
02	06:25 am	07:50 am	TR
04	08:00 am	09:25 am	TR
06	09:35 am	11:00 am	TR
08	11:10 am	12:35 pm	TR
10	12:45 pm	02:10 pm	TR
12	02:20 pm	03:45 pm	TR
14	03:55 pm	05:20 pm	TR
16	05:30 pm	06:55 pm	TR
18	07:05 pm	08:30 pm	TR
20	08:40 pm	10:05 pm	TR
22	02:50 pm	05:40 pm	T OR R
S1	07:30 am	10:30 am	Saturday
S2	09:00 am	12:00 pm	Saturday
S3	0100 pm	04:00 pm	Saturday

The following sections are reserved for classes meeting one night per week:

81 - 82	04:30 pm	07:30 pm
83 - 84	05:30 pm	08:30 pm
85 - 86	07:10 pm	10:10 pm

The following sections are reserved for independent study courses, study abroad courses and off-campus courses:

87– 89	TBA	Independent Study
90 – 92	TBA	Study Abroad
93 – 99		Off-Campus

Web Sections Standards:

1<sup>st</sup> Eight Weeks – W1A, W2A, W3A, etc.

**Fort Campbell Section Number Table  
and Standard Meeting Times for Spring & Fall Terms**

Spring I & Fall I

<u>Section #</u>	<u>Days</u>	<u>Time</u>
50	MW	8:30 – 11:00 a.m.
51	TR	8:30 – 11:00 a.m.
52	MW	11:15 a.m. – 1:45 p.m.
53	TR	11:15 a.m. – 1:45 p.m.
54	MW	2:00 – 4:30 p.m.
55	TR	2:00 – 4:30 p.m.
56	MW	4:45 – 7:15 p.m.
57	TR	4:45 – 7:15 p.m.
58	MW	7:30 – 10:00 p.m.
59	TR	7:30 – 10:00 p.m.
S1	Supplemental Session	
S2	F	4:45 – 7:15 p.m.
	S	9:00 – 11:30 a.m.
S3	S	9:00 a.m. – 2:00 p.m.
S4	TBA	

**Web Sections Standards**

Non-Enhanced Web Courses                      W0, W1, W2, W3 Enhanced Web Courses      WE

**Non-Web Enhanced Courses**

Enhanced Courses (on ground)                      0E, 1E, 2E, 3E

Spring II & Fall II

<u>Section #</u>	<u>Days</u>	<u>Time</u>
70	MW	8:30 – 11:00 a.m.
71	TR	8:30 – 11:00 a.m.
72	MW	11:15 a.m. – 1:45 p.m.
73	TR	11:15 a.m. – 1:45 p.m.
74	MW	2:00 – 4:30 p.m.
75	TR	2:00 – 4:30 p.m.
76	MW	4:45 – 7:15 p.m.
77	TR	4:45 – 7:15 p.m.
78	MW	7:30 – 10:00 p.m.
79	TR	7:30 – 10:00 p.m.
S5	Supplemental Session	
S6	F	4:45 – 7:15 p.m.
	S	9:00 – 11:30 a.m.
S7	S	9:00 a.m. – 2:00 p.m.
S8	TBA	

### **Web Sections Standards**

Non-Enhanced Web Courses                      W4, W5, W6, W7 Enhanced Web Courses      WE

### **Non-Web Enhanced Courses**

Enhanced Courses (on ground)              4E, 5E, 6E, 7E

The following sections are reserved for independent study courses, study abroad courses and off-campus courses:

87 – 89	TBA	Independent Study
90 – 92	TBA	Study Abroad
93 – 99		Off-Campus



### Clarksville Campus Summer Sections and Times

Summer Classes are scheduled in four sessions (Full, Summer I, Summer II and Maymester)

#### Full Summer

- Part-of-Term = 1
- Sections 01- 09
- Meets 10 weeks

Section	Time
01	8:00 – 8:45
02	8:55 – 9:40
03	9:50 – 10:35
04	11:40 – 12:25
05	1:00 – 1:50
07	MW Evening
08	TR Evening
09	TBA

Begin Full Summer (1) courses section numbers with zero (ex. 01, 02, etc)

Begin Full Summer web courses with "W0", then a number. (ex. W01)

#### Maymester

- Must meet 2.5 hours daily for a three hour course **or** 50 minutes daily per credit hour (3 hr course would meet the 2.5 hours daily)
- Part-of-Term = M
- Sections will be M1 – M9
- Web Courses begin with "WM", then a number. Example WM1
- Meets 3 weeks

#### Summer I

- Part-of-Term = S1
- Sections 11 – 19
- Meets 5 weeks

Section	Time
11	8:00 – 9:30
12	9:40 – 11:10
13	11:20 – 12:50
14	1:00 – 2:30
15	2:40 – 4:10
17	MW Evenings
18	TR Evenings
19	TBA

Begin Summer 1 (S1) course section numbers with W1 (ex. W13)

The following sections are reserved for independent study courses, study abroad courses and off-campus courses:

- 87– 89: Independent Study
- 90 – 92: Study Abroad
- 93 – 99: Off-Campus

#### Summer II

- Part-of-Term = S2
- Sections 21 – 29
- Meets 5 weeks

Section	Time
21	8:00 – 9:30
22	9:40 – 11:10
23	11:20 – 12:50
24	1:00 – 2:30
25	2:40 – 4:10
27	MW Evenings
28	TR Evenings
29	TBA

Begin Summer 2 (S2) course section numbers with W2 (ex. W23)

### Summer III Fort Campbell Section Numbers

Summer (May - July)

<u>Section #</u>	<u>Days</u>	<u>Time</u>
50	MW	8:30 – 11:00 a.m.
51	TR	8:30 – 11:00 a.m.
52	MW	11:15 a.m. – 1:45 p.m.
53	TR	11:15 a.m. – 1:45 p.m.
54	MW	2:00 – 4:30 p.m.
55	TR	2:00 – 4:30 p.m.
56	MW	4:45 – 7:15 p.m.
57	TR	4:45 – 7:15 p.m.
58	MW	7:30 – 10:00 p.m.
59	TR	7:30 – 10:00 p.m.
S1		Supplemental Session
S2	F	4:45 – 7:15 p.m.
	S	9:00 – 11:30 a.m.
S3	S	9:00 a.m. – 2:00 p.m.
S4	TBA	

#### Web Sections Standards

Non-Enhanced Web Courses W8, W9

Enhanced Web Courses WE

#### Non-Web Enhanced Courses

Enhanced Courses (on ground) 8E, 9E

The following sections are reserved for independent study courses, study abroad courses and off-campus courses:

87– 89	TBA	Independent Study
90 – 92	TBA	Study Abroad
93 – 99		Off-Campus