OVERVIEW OF SCHEDULE PRODUCTION

A new schedule of classes is created by "rolling" the schedule from a previous like-term forward.

The Scheduling Center sends an email requesting departments print their schedule from INB Banner job submission (SZRC SCH) or an Excel document is sent by the scheduler. Instructions on completing changes and a schedule production timeline are included in this email.

Departments must return an updated paper copy or an Excel spreadsheet using track changes via email of their schedule to the Scheduling Center by the deadline listed on the Schedule Production Calendar with changes clearly marked. If using SZRC SCH, legal size paper is recommended. Scheduling Center staff export the class schedule from Banner into Resource25 (academic and event scheduling software) then run Schedule25 space algorithm software to place classes without room assignments.

After classrooms are assigned, departments are notified by email to print and review their schedules. During this period, MINOR adjustments can be made to the schedule. Classes without room assignments must be either cancelled or max enrollment adjusted, or moved to a meeting pattern with available space. WebViewer is available for room searches (www.mtsu.edu/webviewer). Departmental staff can edit instructor assignments in INB Banner (SIAASGN) at anytime.

Departments review schedules and submit final changes to the Scheduling Center. The complete class schedule is then published on RaiderNet.

After the deadline, adding new sections, canceling sections and adding or changing instructors will be permitted. No schedule changes involving section number, instructional method, grade type, schedule type, campus code, credit hours, contact hours, meeting pattern (days and/or meet times) may be made after the final change deadline for the term as listed on the schedule production calendar.

Once early registration begins for the term, space changes are by exception only. Exceptions must be approved by the department chair, college dean, and the Assistant Director of the Scheduling Center. The Assistant Director will review the request and forward a response to the academic department, college dean, and scheduler.
DEPARTMENTAL SCHEDULE BUILDING STAGE
During the initial scheduling period, departments may add, delete, or change course information for the new term on the schedule copy. Complete the following items:

Run SZRC SCH (Banner job submission report) of all course sections that will be offered for the term; include meeting days and times. Draw a line through course sections that should be deleted from the schedule. If an Excel document is used by your schedule, make the appropriate updates using the file sent in the same format as you received it.

Pre-assign course sections in your department’s first priority classrooms. Be sure to pre-assign any classes that have special requirements (i.e. technology needs, instructor teaching back-to-back in same room) before standard sections. There is no guarantee that sections without room assignments will be placed in special request rooms.

- Please match maximum enrollment to room capacity to maximize space utilization
- Specify maximum enrollment capacity for the section; maximum enrollment capacity may not exceed room capacity. **Do not leave enrollment capacity at zero for any classes.**
- Specific meeting dates if different from the regular term/session (short courses).
- Credit hours; if variable.
- Contact hours; if variable.
- List campus code (off-campus site location); TBR approved sites only.
- Distance Learning Courses (Online; Hybrid; Videoconferencing)
- Complete the Distance Learning Meeting Request Form and submit by deadline to add all distance learning meetings.
- Special Topics and Subtitles
- Memo Notes
- Identify sections to be included in the following programs:
  - D = Distance Learning
  - G = Governor’s School
  - H = Honors
  - I = International Students
  - J = Dual Enrollment
  - K = Prescribed Course
  - L = Raider Learning Community
  - S = Study Abroad
  - V = Veterans Only
**PRIORITY CLASSROOMS**
First priority rooms are standard and restricted classrooms assigned to each department by the Provost’s Office. Second priority assignments must be arranged between departments, college deans and Academic Affairs (Provost’s Office).

Standard first priority rooms may be used by the department to pre-assign their courses during the initial scheduling stage. It is recommended departments utilize at least 90 percent of a room’s maximum capacity when assigning spaces. Once the initial scheduling stage has ended and the departments have submitted their schedules to the Scheduling Center, priority access is no longer given to these rooms after the scheduler runs.

Priority rooms not scheduled during the initial scheduling period will be used by the Schedule25 space algorithm software to place classes that were not able to be pre-assigned. Departments are encouraged to share unused priority space with other departments within their own college before the schedule build submission deadline. Send an email to the Scheduling Center listing these shared spaces.

Standard classrooms are open for use by any department on campus after priority scheduling. Restricted classrooms are rooms used only by the department with first priority access and require department permission to be scheduled by another department. Please provide the Scheduling Center with written documentation for use of another department’s restricted or priority space.

**NON-STANDARD MEETING TIMES - IMPORTANT**
Departments are encouraged to offer courses across all standard meeting times, not just between the prime hours of 9:00 a.m. to 2:00 p.m. Adherence to the standard meeting time periods provides final examination scheduling without time conflicts. The Scheduling Center will be removing all non-standard times that do not have approval. When your schedule is returned for data entry, the Scheduling Center staff will not add any courses that begin on a non-standard time. In fact, non-standard times will be removed if we do not have a copy of the approval email.

Requests for non-standard meeting times must be submitted to and approved by the department chair, college dean, and the Assistant Director of the Scheduling Center. The Assistant Director will review the request and forward a response to the academic department, college dean, and scheduler. Non-standard time approvals are for the specified effective term(s) only. See the Institutional Space Policy for details.

**CLASS MEETING START DATES (For Weekend, Accelerated 2, and Short Courses)**
The first class meeting of a course should be scheduled to coincide with the first week of the semester (part of term in a summer term). This requirement may be satisfied by having a brief meeting with students enrolled in the course either in person or online during the first week of
the semester (part of term in a summer term). Prior to the first class meeting, faculty should communicate the schedule of class meetings and, if possible, the syllabus. The class meeting dates and other expectations can be listed with the course information in the online course schedule.

Departments with weekend courses may need to coordinate more closely to eliminate any conflicting class meeting times for those students wishing to take more than one weekend course.

To obtain an exception from the required standard class meeting start date, the department must email a request to the appropriate dean. If approved by the dean, the request is sent to the Assistant Director of the Scheduling Center. The Assistant Director will review the request and forward a response to the academic department, college dean, and scheduler. The request should include the term(s), room assignment, course number and section, proposed meeting schedule (days and hours), and reason for exception. The Scheduling Center will consider the type of course and the effect on students and scheduling in determining approval.

ADDITIONAL SPACE SCHEDULING RESPONSIBILITIES
Departments coordinate use of master classrooms, computer classrooms, and share space as needed with other departments while building the schedule.

Departments notify their scheduler of instructors with equipment needs. It is important that this information is communicated to the scheduler during the initial scheduling stage. There is no guarantee that all requests will be satisfied.

Expected enrollment on each course section should fall within room capacity to ensure that fire code standards are not exceeded. Consider other sections meeting in the same room (undergraduate/graduate and cross-listed courses) when building the schedule.
As with any space request, for optional meetings, room capacity must be greater than or equal to expected enrollment to reserve space for a meeting.

PRE-REQUISITES AND REGISTRATION CONTROLS
Course pre-requisites, co-requisites, registration controls, and candidacy requirements should be reviewed by every department each term. A departmental staff member should run the Banner job submission reports to check prerequisites, registration restrictions, candidacy, and corequisites:

- SZRCATQ – prerequisites and restrictions at the catalog level
- SZRPREQ – prerequisites and restrictions at the section level including DP (department permission)
- SZRCORQ – corequisites at the section level for a specific term
It is the responsibility of the department to notify the Scheduling Center of permanent (catalog-level) changes to pre-requisites, co-requisites, candidacy requirements and registration controls. Departments must also identify courses requiring permission of department. The Scheduling Center will code courses accordingly and add a memo note visible on RaiderNet.

Text (memo) notes are updated by term and are applied at the section-level only.

When a new term is rolled, the permanent (catalog-level) course pre-requisites, co-requisites, registration controls, and candidacy requirements will populate all new sections.

**Guide to using prerequisites, restrictions, corequisites, and permission of department:**

**Prerequisites and Restrictions**
- Restricts student access to a particular course based on meeting listed requirements.
- Prerequisites and restrictions are placed at the catalog level to apply to all course sections, but when necessary may be applied at the section level on individual course offerings (example: Honors prerequisite on Honors-level courses).
- Approved changes (based upon the department/college) are sent to the Scheduling Center no later than the deadline listed at [http://mtsu.edu/resources/staff/class-schedule-production.php](http://mtsu.edu/resources/staff/class-schedule-production.php).
- Changes sent after the deadline will be applied to the following semester’s courses.
- Prescribed course requirements cannot be applied to 3000/4000 level courses.
- Prerequisites and restrictions cannot be changed after priority registration starts.

**Corequisites**
- Requires student to register for two (or more) courses simultaneously. Corequisites are created at the catalog level. (A common example is a science lecture class and an associated laboratory class)
- Corequisite courses can be paired together individually or have multiple sections paired to a single section, but all courses must have a corequisite pairing
- Corequisites cannot be built at the section level except for:
  - Courses in the Raider Learning Community program
  - The HIST 2020/READ 1000 prescribed class pairing

**Permission of Department**
- A course with the unique need to restrict student access that cannot be satisfied by adding a prerequisite, restriction, or corequisite will need to be assigned permission of department (commonly called a POD).
- All prerequisites and restrictions are removed for courses listed as permission of department.
- All students must be given a SPEC override on SFASRPO if approved by the designated department representative.
- Permission of department cannot be changed once priority registration starts.
- This rolls with the sections and if it needs to be changed mark on the initial schedule.

**Approvals to Change Prerequisites**

**Require Dean Approval**
- **Basic and Applied Science** - All department chairs must submit prerequisite changes to the dean for approval; once the dean approves, they are forwarded to the Scheduling Center for processing.
- **Liberal Arts** - All department chairs must submit prerequisite changes to the dean for approval; once the dean approves, they are forwarded to the Scheduling Center for processing.

**Require College/Department Curriculum Committee and Dean/Chair Approval**
- **Business** - All department chairs have the dean’s approval to submit prerequisite changes without going through the college curriculum committee, but must go through the department curriculum committee; once the chair approves, they are forwarded to the Scheduling Center to be entered in Banner.
- **Media and Entertainment** - All department chairs have the dean’s approval to submit prerequisite changes after going through both the departmental and college curriculum committees. The departmental faculty representative on the college curriculum committee returns the approved prerequisite changes to the department chair who will forward them to the Scheduling Center for processing.
- **University College** - All department chairs must submit prerequisite changes to the college curriculum committee for approval; once the dean approves, they are forwarded to the Scheduling Center for processing.

Colleges not listed only require Chair approval, sent to the Scheduling Center, to process any prerequisite/restriction/corequisite changes.

**ZERO ENROLLMENT CAPACITY ON ACTIVE COURSES**

Departments may not reduce the enrollment capacity to zero on active classes. Requests for allowance to reduce active course enrollment capacities to zero must be submitted to and approved by the college dean and the Assistant Director of the Scheduling Center. The Assistant Director will review the request and forward a response to the academic department, college dean, and scheduler.
CANCELING AND REOPENING SECTIONS

The department should remove instructors from courses before contacting the Scheduling Center to process cancellations. In order to cancel or reopen sections, visit the Class Schedule Production website and complete the space request form (located at http://mtsu.edu/resources/faculty/space-reservation-form.php).

If enrollment exists in a cancelled section, it is the responsibility of the department to notify the students enrolled of the cancellation.

Re-opened courses may need to be rescheduled in an alternate location. There is no guarantee that the originally assigned room will still be available.

WORKSHOPS AND COURSES WITH SPECIAL DATES
Departments must notify the Scheduling Center and University College of any workshops to be offered during the term. Include specific workshop dates and workshop titles on the schedule draft and in email correspondence. Workshops and courses with meeting dates different from the regular summer parts of term must begin and end within the same part of term. The course must also have the first meeting whether in person or online during the first week of the part of term.

FINAL EXAMS
Final exam days and times are determined by standard meeting patterns; they are not individually scheduled in Banner or posted on the WebViewer. Refer to the Final Exam Schedule in the Registration Guide and on the MT One Stop’s website (located at http://mtsu.edu/registration/registration-guide.php) for the published final exam times for each term.

Classes approved to meet on a non-standard time should administer the final during the scheduled final exam time of the closest standard time. The department and instructor for non-standard meeting time classes are responsible for scheduling a final exam that will not conflict with another exam.

Event requests for final exam weeks must be approved by the Assistant Director of the Scheduling Center and may not interfere with any time a final exam may potentially be held. In general, nothing can be scheduled during final exam week. Final exams can also not be administered on Study Day, and no events will be scheduled that day as it is intended to be held for students to prepare for finals.