Spring 2018 has been rolled in Banner to create Spring 2019. Please make your schedule changes using the excel document attached. All changes should be clearly marked. As usual, once your scheduler makes your initial changes you will be asked to resolve any conflict or question that your scheduler brings to your attention. After the initial schedule submission, we ask that you use the SZRCSCH report to view the updated schedule and also to make changes to your text notes.

Instructors, room assignments, and cross list codes were included on the schedule. However, rooms outside your first priority spaces have been removed. Cancelled courses were removed.

To offer a course at a nonstandard meeting time, approval will need to be obtained. To begin the approval process, an email will need to be sent from the chair to the dean. Once both have approved, please forward this email to Tyler Henson in the Scheduling Center. When possible labs should begin, end, or meet within a standard meeting time. This should allow the students more scheduling opportunities as they build their class schedules.

Graduate and courses with an online delivery method can be offered in the A1 or A2 term. Beginning Spring 2019 undergraduate, on ground courses no longer require approval to be offered in an accelerated term. All courses offered in the A2 term require a contact date prior to Census.

Please share space within your college in order to place courses in classrooms best matching enrollment with room capacity and find homes for courses without space in first priority rooms. Be proactive by contacting other departments to share space during the creation of the Spring 2019 schedule. For reasons of efficiency, the University uses a 67% average seat utilization. As a result, small classes may be relocated so larger classes can occupy larger rooms. For example, a class of 40 pre-assigned in a first priority classroom that seats 70 may be relocated to a smaller classroom if a class with enrollment greater than 47 needs a classroom