

Fall 2025 has been rolled in Banner to create Fall 2026. Your Fall 2026 schedule is attached.

Below are items you will want to remember when you are creating your course schedule:

- Please make sure to spread your classes throughout the day so that we can utilize the space we have available. The last two semesters, we have had not space available during out prime time hours (9:00am – 2:00pm).
- You should pre-assign as much space as possible to ensure your courses have space at the time the instructor requested. If a course requires special equipment or software, please make sure these are placed before the automatic scheduler runs. Preassigning space ensures that your courses have space.
- There will not be rooms available to move into if an instructor requests to move. It will be extremely important that your instructors and the department review assigned space before registration begins.
- If you have instructors teaching back-to-back and prefer to be in the same room, please place these classes before the automatic scheduler runs.
- Once the automatic scheduler runs, first priority space can be used by any course. Only minimal changes should be made to your schedule after the automatic scheduler runs. Please make sure you and the instructor in your department review the schedule before the automatic scheduler runs.
- If you have a course that does not have space after the automatic scheduler runs, you will need to move courses within your department to accommodate this course or choose another time for the course.
- Offering blended course and maximize your space options. Offering 2 blended courses at the same time, but different days and using one room frees up space.
- Please make sure that you are maximizing space when you are offering A1 and A2 courses. Placing these courses in the same also frees up space.
- The Registrar's Office will review space assignments for Blended and Accelerated courses and will contact departments if space can be utilized more efficiently.
- Courses meeting at a non-standard will be reviewed carefully. Please know that we will be approving less non-standard times as offering a course at a non-standard time uses more space. Every effort should be made to offer courses at a standard time.  
Monday/Wednesday morning times that have been approved in the past will need approval each semester, unless the department requests permanent approval.
- Please make sure you review your schedule carefully for meeting types and instructional methods as well as Department Permission restrictions.
- Please make your schedule changes using the excel document attached. All changes should be highlighted or 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 SZRCSCCH report to view the updated schedule and to make changes to your text notes.

- Instructors, room assignments, and cross list codes are included on the schedule. However, rooms outside your first priority spaces have been removed from your schedule. Cancelled courses were removed.
- To offer a course at a nonstandard meeting time, approval will be needed. You can complete a [Non-standard Time request online](#).
- 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 Fall 2026 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.