

Scheduling and Registration

Registrar's Office



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Registrar's Office Staff



- Associate Vice Provost & University Registrar
 - Tyler Henson
- Associate Registrar
 - Kelly Mielke
- Schedule Manager
 - Tammy Gipson-Cook
- Academic Course Schedulers
 - Christy Weir
 - Jennifer Stalsworth
- Registration Coordinator
 - Kimberly Primas

Scheduling handles:

- Course changes
- Schedule changes
- Room changes
- Course related events
- Space issues

Registration handles:

- Adding and dropping classes
- Late registration
- Prerequisite/Restriction controls
- Registration problem solving
- Any questions regarding registration

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Scheduling



Class Schedule Production Website:
mtsu.edu/resources/class-schedule-production

- Instructional Space Use Procedures
- Schedule Production Guidelines
- Standard Meeting Times
- Non-Standard Meeting Time Request Form
- Production Timelines

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Scheduling



- The scheduling process
 - A new term is “rolled” from the most recent like term
 - Schedulers clean the data before sending schedules to departments
 - Departments complete changes on the provided spreadsheet and return by the deadline
 - Once initial data entry is complete, space is assigned to any classes that do not have an assigned classroom
 - Departments are then asked to review their schedule for minor changes
 - The schedule is put on PipelineMT a few weeks before Priority Registration begins
 - Courses that lack non-standard time approval or space will be canceled prior to registration beginning

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Scheduling



- Initial schedules
 - Highlight changes so they are clearly marked
 - Note the following as needed:
 - Crosslisted courses (more on this later)
 - Specific corequisite course pairings
 - Department permission
 - Text notes
 - Assigned space
 - Send back in one file. If working with several coordinators and/or faculty, compile their changes into one spreadsheet
 - Assign any priority space in the initial scheduling phase, including any special faculty needs (ADA, preference) or space needs (computer labs, restricted space)

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Scheduling



- Schedule changes after the initial schedule should be minor.
- Send all changes to your Academic Course Scheduler, with preference to consolidating requests into one email as much as possible
- Please allow ample time for data entry and changes since schedulers have multiple departments and multiple terms to balance
- After space is assigned to courses with missing space, all first priority rooms that are not restricted become open for other departments to request
 - Departments cannot request another course move from their first priority space once this deadline has passed
- Once the schedule is live on PipelineMT, students are making plans around the advertised offerings.

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Scheduling



- What can you do without contacting your scheduler?
 - Adjusting enrollment on courses that meet on campus (cannot do so on classes that are TBA, Online, Remote, etc.) through Workflow
 - Adding/removing instructors on SIAASGN
- When adjusting enrollment on a course, do not change enrollment once the semester has begun unless increasing enrollment on a class to allow for more students.
 - If a course has a waitlist, enrollment should not be decreased or it can cause problems with students on a waitlist. Enrollment can only be increased.
- Students are notified automatically of instructor changes if they are enrolled in the course.

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Scheduling



- Changes after registration begins
 - Room changes require permission from the Chair/Director of the department and the Associate Registrar
 - Instructors may NOT change a room or meeting time if it is not reflected in Banner, all changes must be approved and updated
 - Courses may be added or canceled, but only instructors and enrollment may be changed without canceling a course entirely
 - Changes to contact/credit hours, removing or adding Department Permission, meeting patterns, instructional method, titles, or topics are not allowed once registration begins without canceling the course
- Any courses canceled after registration begins **must** be done prior to the start of the semester. It is the **department's responsibility** to notify any registered students of the cancelation and other course options.

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Course Types



mtsu.edu/registration/coursetypes

- On-Ground
- Asynchronous (Online)
- Blended
 - On-Ground
 - Distance Education
- Flex
 - HyFlex
 - SyncFlex
- Synchronous (Remote)

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Course Types



- **On-Ground**
 - Instruction is on campus in an assigned room on the scheduled days and times listed.
- **Blended:** A combination of on-ground and online/remote instruction
 - **On-Ground:** More than 50% of the course meets on-ground, meeting pattern is adjusted but meets weekly
 - **Distance Education:** Less than 50% of the course meets on-ground, must go through MTSU Online approval process and includes the online designation/fees

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Course Types



- **Synchronous** (Remote)
 - All instruction delivered via Zoom or Teams at a scheduled day/time
 - Does not go through full MTSU Online approval process
- **Asynchronous** (Online)
 - All instruction is through Canvas at the student's pace, no schedule days or times to meet
 - Must go through MTSU Online approval process
- **Flex:** Students choose modality they attend
 - **HyFlex:** meets on-ground, synchronously, and asynchronously
 - **SyncFlex:** meets on-ground and synchronously only
 - Must go through MTSU Online approval process
 - Cannot require students to choose a specific modality, can change from meeting to meeting how a student attends

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Standard Meeting Times



- Classes must meet on a standard meeting time if they are a regular 3 contact hour class
 - Contact hours dictate how long classes meet
- Classes that are 1, 2, 4, or more contact hours must start or end on a standard time
- Classes that are LAB or LLB in restricted space may meet on a non-standard time, but should start/end on a standard time when possible
- Any non-standard requests require approval of the college dean and Associate Registrar
- **NEW FOR SPRING 2027:** Two new Monday/Wednesday morning times are available as standard time

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Crosslisted Courses



- Courses that meet at the same time in the same room and are taught by the same instructor can be crosslisted in Banner
 - These courses should be curricular equivalents or dual listed as a 4000/5000 level class or 6000/7000 level class
 - These courses should have the same title as well
- Crosslisted courses share a shell in Canvas, but they are separate CRNs in Pipeline for purposes of attendance reporting and grading
- Courses that are not meeting at the same time in the same room cannot be merged together in Canvas for purposes of combining multiple classes into one shell
 - This is a FERPA violation – consider making one large online class instead

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Waitlists



- Courses can have a waitlist through PipelineMT at the department's discretion
 - If a course has a waitlist, all sections of that course must have it as well
 - Courses with a waitlist should not have their enrollment decreased, but they can be increased to accommodate more students
 - No closed class overrides should be entered while a waitlist is active on a course
- The purpose of waitlists is for enrollment management!
 - Departments should monitor their waitlists to add sections, add seats, or move a class to a larger room as needed
 - The Registrar's Office will monitor and contact departments if they have large numbers of students on a waitlist

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Prerequisites and Restrictions



- **Prerequisites:** Courses, test scores, or attributes needed to take a class
 - You must take ENGL 1010 and make a C- or better before you take ENGL 1020
- **Restrictions:** Classification, level, program, or, major needed to take a class
 - You must be a junior level or higher in the BBA-Accounting program to enroll
- Changes and updates to prereqs/restrictions are due by Jan. 31 each year to take effect the following summer
 - New majors/programs are not automatically added to restrictions
 - Departments should review their prerequisites and restrictions every year
- Prerequisites and restrictions can have negative effects on student progression and should be used when necessary
 - Academic advisors can be very helpful in identifying bottlenecks

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Permits and Overrides



- **CLASS** – Student classification restriction (junior, senior)
- **CREQ** – Corequisite override (place on course they are registering for)
- **ENRL** – Closed class override (never enter without a specific CRN)
- **PREQ** – Prerequisite override (should enter specific CRN)
- **PROG** – Program restrictions (major, degree)
- **RES** – Overrides all restrictions (major, degree, classification)
- **SPEC** – Permission of Department permit
- **TIME** – Time conflict override (coordinate between classes)
- No overrides for Repeat Restrictions, Duplicate Sections, Undergraduates taking Graduate Courses – must be entered by Registrar or One Stop

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Priority Registration



- Spring is in November, Summer/Fall is in April
- Current students are able to register over two-week period based on classification and earned credit hours prior to the current term
- Early registration is the first day of Priority Registration for certain groups:
 - Disability and Access Center students
 - NCAA Athletes and Cheerleaders
 - Veterans and ROTC Cadets
 - Honors Scholars
 - EXL Service Learning/Engage Scholars
 - Band of Blue (Summer/Fall only)
- New transfers and new freshmen must register at orientation or after meeting with their academic advisor

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Late Registration



- After the last day to add a class for a part of term, students must receive permission from an instructor and their department to add a class late
 - Likewise must have same permission to drop a class after the last day to drop with W
- Students with permission to late register or withdraw must bring their signed Late Registration form to One Stop within 2 business days of it being signed
- The One Stop will help calculate amount owed to add class and help student with payment prior to being added
 - They can also help a student understand the impact of withdrawing on financial aid
- Forms should be emailed to register@mtsu.edu ONLY if the student is unable to come in person because they are online only
 - Departments cannot drop students without their knowledge, students must submit their own forms to be processed.

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Scheduling Principles



- Courses should be scheduled with course sequencing in mind
 - Overlapping major requirements at the same day/time
 - Complete a curriculum stress test
- Course capacities should match the room assigned
 - The enrollment capacity should be at minimum 67% of the room capacity
- There are no limits for online course capacities
 - Online capacities should not be less than in-person capacities, and vice versa
- Course cancellations should be as early as possible, at least 2 weeks before the start of the semester
 - Late cancellations can impact student schedules, financial aid, and progression to degree

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AASCU Project



- MTSU course capacities and enrollments trail similar public universities
 - Average capacity of 24, enrollment of 21
- Majority of courses are offered on 2-day per week patterns (Monday/Wednesday or Tuesday/Thursday) and during the middle of the day
- Students desire more in-person classes, more night classes, and fewer Friday classes per survey of MTSU students
- MTSU leads in efficiency, getting students to a degree in a timely manner, and setting policies related to scheduling
 - Always room to improve!

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Questions



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