

Course Proposal and Class Schedule Instructions



Catalog information (such as the title and description) does not change each time the course is offered. *Schedule* information is associated with a particular offering in a given term, such as dates and times, enrollments, assigned faculty, etc. Some course information is maintained in the *Catalog* (e.g., prerequisites, restrictions) so it is in place every time the course is offered, but can be changed in the *Schedule* with different offerings of the course. For example, a course typically may be offered on campus in a *lecture* format, but a particular section may be offered in a *distance* format. This information is described under *Catalog*, below. It is preferred to maintain such information in the *Catalog* to assure consistency. *Catalog* information is modified using the course administration tool in MyDU. *Schedule* information is submitted to the Office of the Registrar for each academic term. In this document the word ‘course’ refers to catalog information and the word ‘section’ refers to a specific offering. Please contact Monsi Vazquez (14795) in the Office of the Registrar to discuss your particular needs.

Catalog Information (Courses)

Course Title (30 characters maximum) appears on transcripts. Except for “topics” courses for which the title may change with each offering, changes in course titles must be made through the course administration tool in MyDU. Courses must be approved with completed Course Proposals in order to be scheduled. The official (transcript) course title should be a straightforward description of the course subject matter. Avoid ‘catchy’ titles or ambiguous abbreviations in this field. Using a period to indicate an abbreviation is generally unnecessary in a short title.

Long Title (100 characters). Units may provide an expanded, long (100-character) course title that appears in the bulletin and on student schedules. See Syllabus Information below for additional information.

Topics courses are temporarily offered (up to two times in three years) and permit innovation, experimentation, and development, to take advantage of talents of visiting faculty, or explore current topics. Course titles and content change with each offering. If a topics course is offered more than twice, a permanent course number should be created.

Subject Code indicates the discipline or subject matter (e.g., CHEM, FREN, MKTG) and should equate to Department of Education Classifications of Instructional Programs (CIP codes): <http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>. Subject codes appear on transcripts and are used for external audiences. Thus, they should be understandable in their abbreviated format to the best degree possible. Subject codes in Banner should not be used to differentiate programs or for internal budgeting purposes. The web-based bulletin and schedule of classes are organized by subject code.

Course number differentiates the level of a course. The following system is used:

0001-0999	Pre-collegiate, remedial or continuing education
1000-1999	Undergraduate (lower division)
2000-2999	Advanced undergraduate (upper division)
3000-3999	Advanced undergraduate and Graduate
4000-5999	Graduate
6000-6999	Doctoral
7000-8999	Unassigned
9000-9999	Reserved for system use

Some course numbers are reserved for special purposes and may not be departmentally assigned. They are n700, n701, n702, n703, n704 numbers reserved for “topics” courses; n991 numbers reserved for independent study; n994 reserved for future use; n995 reserved for independent research; n988 reserved for study abroad; and 4500, 4600, 4700, 5600, 5700 reserved for continuous enrollment. 7000-8999 numbers are not used. 9000 numbers are used by the Registrar for administrative purposes.

Changes in Course Numbers, Titles and Descriptions. Significant changes in content should be made by creating a new course. A course number can not be used if it has been used previously within the past ten years.

College Code organizes courses, majors and students. College codes are roughly equivalent to our unit structure and financial structure. Values are:

AH	Arts and Humanities
DC	Business
EC	English Language Center
ED	College of Education
EN	Engineering & Computer Science
GS	Graduate Studies
IL	Joint PhD in Religious & Theological Studies
IS	International Studies
LW	Law
NM	Natural Sciences & Mathematics
PP	Professional Psychology
SA	Study Abroad Programs
SS	Social Sciences
SW	Social Work
TX	Graduate Tax Program
UC	University College
UG	Undergraduate Programs

Department Code organizes courses and sections within “colleges.” Department codes designate responsibility for courses and are used to distribute course information to the correct department. Department codes are not associated with students, but courses and curricula. Contact the Office of the Registrar for appropriate department code.

Credit hours. Courses typically are approved and offered for a specific number of credit hours. Courses that are approved to be offered for variable credit may be scheduled in a particular term for a specific number of credits or remain variable, allowing the student to choose when registering. Please note,

for variable credit sections, the lowest available credit hours appears in the Schedule Archives and is the default number of credits when a student registers. Students may change the credit hours in web registration or contact the Office of the Registrar. The Schedule of Classes displays the credit hour range allowed for a section that remain variable within a term.

Repeating Courses. Rules may be established for repeating courses that affect registration, degree audit and transcripts (GPA). Most courses may not be repeated. Some courses (e.g., topics or independent study) may be repeated. Limits of hours (e.g., 10 hours of undergraduate independent study) or times (the course may be repeated 3 times) need to be established.

Schedule Type distinguishes the instructional delivery mechanism for a course. At the *Catalog* level, all Schedule Types for which a course may be offered are maintained. For example, if a course may be taught as a Lecture (L) or via Distance (D), both Schedule Types are maintained in *Catalog*. A single Schedule Type must be specified for a particular section (at the *Schedule* level). For example, a course may be offered either on campus (Lecture) or by Distance. Both would be specified in the *Catalog*; one or the other would be specified in the *Schedule*. Schedule type is also specified for individual meeting sessions. E.g., a section may be Lecture/Lab (E) with individual Lecture (L) and Lab (B) sessions specified. Or, the section may be taught with Combined Methodologies (M) and a Lecture (L) session and Distance (D) session may be indicated. The following schedule types are available:

Code	Description / Definition
A	Study Abroad <i>A course wholly taught outside the U.S. Usually used by Study Abroad office.</i>
B	Lab <i>Laboratory experiences that require special-purpose equipment for student participation, experimentation, observation or practice in a field of study. May involve discussion of a forthcoming laboratory or review of a completed laboratory session. Includes scheduled laboratory periods as well as laboratory experiences for which times may be selected by individual students. In the College of Law, a lab is a simulated practice experience. Two or three contact hours per week per credit.</i>
C	Clinical or Practicum <i>A faculty-supervised training and educational experience where the student is working in a field setting. Three to seven contact hours per week per credit hour equivalent.</i>
D	Online/Distance <i>A course in which all or nearly all of the organized instruction is conducted online or by distance learning methodologies.</i>
E	Lecture and Lab combined <i>Instruction including both laboratory activities as defined above in addition to lecture or recitation instruction.</i>
F	Performance or Individual Lessons <i>Individualized instruction with a faculty member such as music performance.</i>
I	Independent Study or Research <i>Independent projects or research such as special problems or special topics in which the student works more or less individually at various locations, ordinarily requiring intermittent consultation with</i>

	<i>the professor.</i>
L	Lecture <i>Organized instruction in a lecture (one-way communication) format. One contact hour per week per credit.</i>
M	Combined/Hybrid Methodologies <i>A course in which online (or other distance) instruction is combined with face-to-face instruction, where a substantial portion of the face-to-face instruction is replaced by online instruction.</i>
N	Recitation or Discussion <i>Regularly scheduled discussion session that is offered in addition to lecture instruction, but is generally scheduled in smaller groups than the lecture. This type of instruction is only offered in combination with lecture and may not be used as the only type of instruction for a course.</i>
P	Internship, Externship or Cooperative Ed. <i>Supervised experience in an area of specialization that may be conducted either on or off campus with the student making periodic reports to the instructor. Includes practicum, internship, student teaching, and cooperative work experience. Three to seven hours of preparation or work per week per credit hour equivalent.</i>
R	Directed Study or Research <i>Used where a regular catalog course is offered individually to a single student in a term the catalog course is not offered.</i>
S	Seminar <i>Organized instruction in a recitation (two-way communication) format. Usually used for smaller sections</i>
T	Travel Courses (not study abroad) <i>Class field instruction involving travel away from the campus, within the U.S.</i>
U	Studio <i>An organized method of instruction with emphasis on the synthesizing nature of the design process and conducted through critique and one-to-one interactions. One and one-half contact hours per credit.</i>

Since a course may have multiple schedule types at the catalog level, it's important to follow a hierarchy when assigning schedule type at the section level.

The following are designated as **Priority 1 Schedule Types** and should be given priority over all other schedule types:

- (A) Study Abroad
- (C) Clinical or Practicum
- (I) Independent Study or Research
- (P) Internship, Externship or Cooperative Ed
- (R) Directed Study or Research
- (T) Travel Courses

Per the list above, if a student is enrolled in an Independent Study that they're doing online, it is important to list the schedule type as Independent Study, rather than Online/Distance.

Instructional Method. Instructional method allows for instructors to add an additional layer of detail to online and hybrid schedule types. It can be used to specify certain information about the delivery of content for a given course.

Instructional method is primarily used to differentiate methods of online or distance delivery. The following instructional methods can be added to Distance (D) or Hybrid (M) schedule types:

SYNC – Synchronous online delivery, i.e. online meetings are scheduled for specific days/times

ASYNC – Asynchronous online delivery, i.e. online content is not delivered on set days/times.

CONL – Combined online delivery, i.e. utilizes both synchronous and asynchronous delivery

HYFLEX – Content is delivered synchronously in-person while broadcast online. Students have the option of attending in-person or online.

BSYNC – Synchronous in-person content is broadcast to an online audience. Online students do not have the option of attending these sections in person.

Experiential Learning Courses. Experiential learning courses consist of supervised experience in an area of specialization that may be conducted either on or off campus with the student making periodic reports to the instructor. These include clinical, practicum, internship, student teaching, and cooperative work experience. They do not include graduate teaching or research assistantships at DU.

Enrollment in experiential learning courses may constitute half- or full-time enrollment for financial aid and other purposes if they are required for the degree and meet minimum academic requirements. Under limited circumstances, tuition and fees for these courses may be billed at reduced rates (such as rates for Continuous Enrollment). These courses must be approved by the Offices of Planning & Budget and Financial Aid. Experiential learning courses that are not billed at standard tuition rates may not be credit-bearing (transcribed).

Enrollment status (e.g., part- or full-time) is based on the number of hours per week in the activity. Although experiential learning courses may or may not bear academic credit, part- or full-time equivalence is based on credit hour equivalents. Experiential learning classes must entail three to seven hours per week per credit hour equivalent. For example, to equate to four credit hours (half-time status at the graduate level), students' activities must be at least twelve hours per week for a ten-week quarter.

Requests for experiential learning courses for which a student's enrollment at the University is reported, but are not billed standard tuition, may be submitted through the standard course proposal process. A memo must accompany the course proposal that includes the following:

- A statement that the proposed experiential learning course is to denote enrollment at DU and that it is not credit-bearing or that non-standard tuition and fee assessment is requested.
- A detailed description of the experiential learning course. The description must include the duration of the experience and the range of work and preparation hours entailed per week.
- Documentation of degree requirements reflecting the required experiential learning program.

Prerequisites and Co-requisites. Course or test prerequisites may be enforced or simply listed in a course description or section comments (see below). While the Banner Student system provides sophisticated prerequisite checking, enforced prerequisites can have unintended negative consequences. Prerequisites may be entered with Boolean logic, i.e., with nested and/or conditions. You may also specify whether prerequisites may be taken concurrently with a particular class. Prerequisites are maintained at the *Catalog* level (default to sections each term) but may be overridden for specific sections. Contact Monsi Vazquez (14795) for further information. Enforced co-requisites may be entered only at the *Catalog* level, i.e., co-requisites must apply to all offerings of a course.

Restrictions limit course registration to or from students in specific colleges, fields of study (e.g. major), classes (e.g., sophomore), levels (e.g., graduate), degrees, programs, student attribute and cohort. Restrictions may be established to include only certain categories of students (e.g., only business students) or to exclude students in certain categories. The Registrar automatically uses this field to restrict registration of University College students in traditional courses and to limit Social Work courses to Social Work students, for example. Restrictions are maintained at the *Catalog* level (default to sections each term) but may be overridden for specific sections.

Course Description should provide a detailed explanation of course content and learning outcomes expected in the course. The course description may be up to 500 words. It appears in the online catalog and is used to produce printed course bulletins. Course descriptions should be written in present tense (avoid future tense terms such as "students will") and with the audience to include outside institutions, not just students. Course descriptions must be written in text--no html.

Attributes. Attributes denote cross-divisional, institutionally defined characteristics of specific courses. Attributes are also a secondary method of coding a course to apply toward a certain curriculum. Attributes will determine where a course is placed on the degree audit (e.g. a course with an AI: Society attribute will count toward the Ways of Knowing Requirement). Attributes are searchable in the online schedule of classes and can be used to quickly identify courses that count for certain requirements.

Attributes for Interdisciplinary Majors/Minors

- *Critical Race & Ethnic Studies*
- *Intercultural Global Studies*
- *Pioneer Leadership*
- *Socio-Legal Studies*
- *Sustainability*
- *Urban Studies*
- *Wellness*

Schedule Information (Sections)

Section number serves to differentiate sections of the same course. Active section numbers can be seen on the comprehensive schedule report; new sections should be requested for the first available section number in numerical order, unless you have a different numbering system approved by the Office of the Registrar. Final section numbers in the schedule of classes may not match numbers submitted by

departments. Independent studies and similar courses will have a section number of zero (0). Zero sections are created and reserved for the use of the Office of the Registrar only, and should not have students registered in them. Additional sections will be built from the 0 section when students bring in the required paperwork for an independent study, or similar, course.

Maximum Enrollment. Do not leave blank. Courses submitted with blanks or zeros will be assigned a maximum enrollment of 0 and will not receive a room assignment.

Waitlists: A waitlist of 99 will be automatically established for any sections using the following schedule types: Online/Distance, Lecture, Combined/Hybrid Methodologies, and Seminar. Waitlists cannot be established for sections utilize links or are cross-listed. Daniels College of Business is currently excluded from the automated waitlist process.

Approvals. Special approvals may be required for a student to register for a course. Faculty may grant approval for a particular student to register for a course in Faculty Resources on MyDU. The following approval types are available:

- AD – Advisor
- DE – Dean
- DP – Department
- DS – Daniels Student Services
- ED – Editor (College of Law)
- IN – Instructor
- IO – Internship Office
- IS – Independent Study Form
- SA – Study Abroad
- SP – Interterm Travel

“IS” approval codes are automatically placed on all independent study and research courses.

Reserved Seats. Seats in a section may be reserved for certain groups of students. Reservations can be defined using level codes (e.g., graduate), college codes, field of study codes (e.g., major), class codes (e.g., sophomore), and more. Seats reserved for specific fields of study must be specified for each field of study code allowed. E.g., biochemistry is different from chemistry. Reserved seats must be set up through the Registrar’s Office, so if you’d like to set up reserved seats on a section, or have questions about the capabilities of this function, please contact Jane Lavery (14795) to do so. Reserved seats can’t be completely removed from a section once a student has registered in a reserved seat, for this reason we typically suggest using “Restrictions” (q.v.) instead.

Begin and End Time. Please see class scheduling policy. Use the 24-hour clock (e.g., 14:00 to 15:50). It is increasingly difficult to find acceptable classrooms during “prime time.” Department schedules will be evaluated for adherence to our class scheduling policy prior to the assignment of classrooms. Departments that fail to adhere to the scheduling policy will not be granted pre-assignment to rooms, and will have their rooms assigned last.

Days. Use the following abbreviations for days:

- | | |
|---------------|--------------|
| M – Monday | F – Friday |
| T – Tuesday | S – Saturday |
| W – Wednesday | U – Sunday |
| R – Thursday | |

Sessions. Individual sessions for a course section may be defined. A session may be used to specify the different meeting time combinations or different schedule types associated with a section. For example, a geology course which has a lecture, a lab, and a field trip may want to create three separate sessions within the course section to further define each of the meeting types. Sessions are not used to define sections where there are multiple labs to choose from. Use linked sections for that purpose.

Linked Sections. Courses composed of one or more lecture sections and multiple recitation or lab sections may be “linked” to allow flexibility in scheduling and registration. Linking allows a student to register for one of many different permutations of lecture and lab. E.g., if a student is taking CHEM 1001, they can be required to sign up for a lecture and one of several different lab sections of that course. Please contact the Office of the Registrar for additional information.

Instructor. In order to assign an instructor in the Banner Schedule, they must be an active DU employee. If an instructor has been hired but is still inactive, please make sure they have completed their Confidentiality Agreement through the Employee tab of MyDU and contacted the Office of the Registrar. Please provide full names and DU ID numbers so we may identify the correct Banner faculty records, if necessary. Instructors must be assigned in the Schedule to enable web services such as grading for the instructor. Please provide instructor assignments with initial course schedule, when possible.

GTAs and GTIs may be assigned to sections as faculty. These students must complete a [Banner Student Access Request](#) form asking for self-service faculty access. They must also successfully complete the Confidentiality Agreement through the Employee tab of MyDU.

Course fees. Indicate **approved** fees associated with a course here. Banner will automatically assess fees and credit to the appropriate account. Departments must provide a detail code and fee amount. Course fees must be approved and established through the Budget office and the Bursar.

Attributes. Attributes are typically maintained at the Catalog level, but can be added or removed at the section level when necessary. Please contact the Office of the Registrar if an attribute should be added or removed from a section. Common Curriculum attributes need to be requested at the catalog level, however the following attributes can be applied at the section level with departmental or program permission:

- *Abroad.* Used for departmentally based courses (as opposed to those offered through Study Abroad) with an international travel component.
- *Grand Challenges.* Denotes sections that are relevant to DU Grand Challenges issue areas.
- *Honors.* Denotes an honors section.
- *Service Learning.* Denotes a service learning based section.

Please indicate the appropriate attributes when submitting schedules.

Section Comments. Section Comments may be used to denote section specific information. This should not be information that is easily identifiable when searching the live schedule of

classes (e.g. course fees, pre-requisites, etc.). Section comments will overwrite the course description for that section. To maintain a full course description and appropriate section text, the course description must be copied from the bulletin and pasted into the section text with the additional section comments following the original description.

Cross-Listing Practices

Cross-listing permits courses with different subject codes or course numbers, that are scheduled in the same term, to be combined for scheduling purposes – i.e., room scheduling and in the Learning Management System (Canvas). Courses may be cross-listed with different subject codes to facilitate student course searches or increase student participation. For example:

JUST 2202	New Testament
RLGS 2202	New Testament

The course “New Testament” is listed both under the subject code of Judaic Studies and Religious Studies.

Courses may be cross-listed when the same course may be taken for undergraduate or graduate credit. For example:

PSYC 3660	Perception
PSYC 4660	Perception

The course “Perception” is listed with both with the course number of 3660 (undergraduate level) and 4660 (graduate level).

Other extremely limited circumstances of cross-listing may be approved by the Registrar.

Advantages to cross-listing

The course listing appears under multiple subject codes, possibly broadening the pool of participants. Students who might otherwise be unlikely to take an elective under one subject code might be more interested if they see it listed under another. Cross-listing reflects cooperative relationships among faculty and departments, and it communicates the interdisciplinary nature of our curriculum. It may facilitate the distinction of graduate and undergraduate requirements in courses offered at multiple levels.

Considerations for cross-listing

- Each section’s maximum enrollment, as well as the cross-listed maximum enrollment, will prevent restriction if it is met. Cross-listed sections will be “closed” if that specific listing has met its maximum capacity, even if spaces are open in another section.
- Students may not understand that courses offered under different subject codes are identical.
- Coordination between departments in course administration (scheduling, titles, course descriptions) is challenging.
- Catalog entries for cross-listed courses must be carefully reviewed to ensure cross-listed courses are described correctly. E.g., credits are identical, descriptions are identical, attributes are identical and a statement of how the course may be cross-listed is included in the description.
- Reports generated by administrative systems and offices may differ in how cross-listed courses are treated.
- Cross-listing of undergraduate and graduate courses is permitted only when it is understood that graduate students taking the course as a graduate course are expected to meet graduate-level expectations through additional work and/or higher standards.

- Unanticipated consequences may occur with tuition assessment and revenue distribution.

Procedures for cross-listing

Catalog procedures

- Separate course proposals must be submitted for each course that will be cross-listed.
- For courses that are cross-listed with different subject codes, courses and proposals must be identical in title, course number (when possible), schedule type, prerequisites, description, syllabus, credits, grading practice, and number of times a course may be repeated for credit.
- For courses that are cross-listed with different levels, courses and proposals must be identical in title, schedule type, and number of times a course may be repeated for credit.
- Course proposals must indicate all other courses with which they may be cross-listed so equivalencies may be established.
- Cross-listed courses must be established in the catalog as equivalent or mutually-exclusive.
- The catalog course description should end with: “Cross-listed with ...” to denote other courses with which the course is cross-listed.

Schedule procedures

- When scheduled, cross-listed sections must be appropriately set up in Banner Schedule in order to assure enrollment reporting, capacities and LMS processes are handled appropriately.
- Departments should contact the Scheduling Coordinator in the Office of the Registrar to establish the section cross-listing in Banner by the published scheduling deadline. Requests to cross-list multiple sections must include the total, cross-listed max enrollment.
- Cross-listing of topics (temporary) courses should be avoided to avoid students unintentionally repeating a course. If a topics course is offered more than twice, a permanent course number should be created.
- With the exception of topics courses, cross-listing must be approved at the catalog level, prior to cross-listing sections.
- Departments are responsible for coordinating all aspects of cross-listing between departments.
- Multiple options exist for establishing class capacities for cross-listed sections.
- Consult with Scheduling Coordinator in the Office of the Registrar for specific options and procedures.

Syllabus Information

Additional syllabus information may be provided for sections and appears on the online Schedule of Classes. This information may be entered directly by divisional staff [SSASYLB] or faculty may enter this information on the Faculty tab of MyDU. The Office of the Registrar does not generally enter this information.

Long Section Title. Expanded (100 character) section titles may be specified. It must be consistent with the official short title. The long title appears on the online Schedule of Classes, but not on transcripts and other official documents. Long titles should only be modified at the section level for topics and seminar courses. The long title can also be used to differentiate special sections from other offerings of a course, (e.g. the honors section of Acting I would be “Acting I: Honors”). These requests should be submitted to the Scheduling and Catalog Coordinator.

Course URL. A web link for the course may be provided. This link should not be the link for Blackboard. Blackboard links are automatically generated and appear on the Courses tab of MyDU.

Learning Objectives, Required Materials, Technical Requirements are text fields that faculty and departments can use to provide additional information about specific sections of a course.

Submitting Schedules

Schedules are copied from a previous term (e.g., autumn 2017 to autumn 2018).

Departments are sent an email when the quarterly schedule is posted. The email includes instructions for generating an Excel-based Comprehensive Schedule. Banner updates to the Comprehensive Schedule roll overnight. Corrections can be made directly to the Excel worksheet and sent to the area scheduler to be updated in Banner.

The Schedule of Classes is available in summary format for proofreading and departmental use on the Registrar’s web page (<http://www.du.edu/registrar>) as well. Click “Courses and Schedules” then click “Schedule Archives.” This page does not include information important to students and should not be used by students or for advising purposes. Information on this page is updated nightly.

Time and Day Distribution of Classes

Classroom space is in limited supply, making scheduling increasingly difficult. Thus, courses must be evenly distributed throughout the day to maximize availability and utilization. The following class scheduling policies will be enforced for classes scheduled on the quarter system that utilize University classrooms between Monday and Friday, prior to 6:00pm. Courses meeting on weekends or in specialized facilities such as labs, studios and performance spaces are excluded from standard class times/days and distribution.

Standard Class Meeting Patterns.

All courses that require centrally controlled space MUST start on the hour, and must end at least 10 minutes before the next hour. Please see the different meeting patterns for more explicit rules.

The Office of the Registrar evaluates schedules on distribution across “blocks” which are two hour periods starting on the even hour, between the hours of 8:00am and 6:00pm. The following chart lists each block, whether or not they are designated as peak hours, and any scheduling rules as it pertains to that block:

Time Period	Block Designation	Goal Distribution (Per Division)
8:00am - 10:00am		10% minimum
10:00am - 12:00pm	PEAK	27% maximum
12:00pm – 2:00pm	PEAK	27% maximum
2:00pm – 4:00pm	PEAK	27% maximum
4:00pm – 6:00pm		10% minimum

Divisions must schedule their courses evenly throughout the day, with at least 10% of their courses starting prior to 10:00am, and 10% starting at 4:00pm or later. Courses that occur between 10:00am and 4:00pm must be distributed evenly between the three peak blocks. Divisions that do not balance their schedules according to the chart above will be asked to adjust their schedules. **Departments that do not follow the schedule policy will receive room assignments after departments that do.**

Standard Class Times and Days, by Duration

One Hour Courses:

- Meetings per week: 3 or more
- Scheduling options:
 - MWF
 - MTRF
 - TWRF
 - MTWR
 - MTWRF
- Distribution rules: **Hourly courses must be evenly distributed over the two-hour block. Sections that don’t have a reciprocal time within the block will be scheduled last.**
 - Example: If a division has 6 courses scheduled from 10:00-10:50am, and 10 courses scheduled from 11:00-11:50am, they will be asked to redistribute 4 of the sections offered at 11:00-11:50am, or those sections will be scheduled last.

Two Hour Courses:

- Meetings per week: 2
- Scheduling options:
 - MW
 - WF
 - TR
 - TF
- Distribution rules: **Two-hour courses must be evenly distributed between MW/WF offerings, and TR/TF offerings. Sections that don’t have a reciprocal meeting pattern in a given block will be scheduled last**
 - Example: If a division has 3 courses taught M/W, and 2 courses taught W/F, they have 5 classes that are (without consideration to size and pedagogy) in competition for the same room. They should then also have 5 courses taught between T/R and T/F, or they risk having the sections without reciprocal meetings assigned last.

- Percentage of Friday courses is evaluated in addition to balance. This will be evaluated across the block for blocks occurring between 8:00am and 2:00pm.

Please see the chart below for goal distribution of Friday sections:

M/W	30-40% (of total scheduled 2x2 seats per block)
W/F	10% to 30% (of total scheduled 2x2 seats per block)
T/R	30-40% (of total scheduled 2x2 seats per block)
T/F	10% to 30% (of total scheduled 2x2 seats per block)

*2x2 representing two hour courses meeting two days per week.

Three Hour Courses:

- Meetings per week: 2

Non-standard courses will be given the lowest priority in general-assignment classroom scheduling. Departmental schedules that do not meet the above criteria will be returned to the department.

Web-based Schedule of Classes

The Schedule of Classes is available on the web at <http://www.du.edu/registrar> and through MyDU. Students are able to look for sections by term, subject, course number, title, schedule type, level, instructor, attribute and time. The Comprehensive Schedule report is available for departmental schedulers to access in DU Data Insights. For help accessing the Comprehensive Schedule Report please contact the Registrar's Office.

Classroom Scheduling

Approximately ten weeks before advising for an academic term the scheduling coordinator will email departments and ask for room requirements and pre-assignments. In order to maximize faculty satisfaction and room utilization, please select the minimum feature requirements only. The software automatically considers departmental location preferences. Departmentally scheduled rooms should be listed in the request. Any other pre-assignments may not be honored. It is increasingly difficult to accommodate preferences for courses that meet during "prime time" (10:00 am to 4:00 pm). Please consider earlier and later time slots.

Institutional policy for class scheduling can be requested from Monsi Vazquez in the Office of the Registrar. Please contact the Scheduling Coordinator with any additional questions (email: monserrat.vazquez@du.edu or call ext. 14795).

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