

Mercer University Policy for Course Scheduling/Room Assignments

The Office of the Registrar schedules classrooms for all University facilities. The Office of the Registrar maintains a central record of all assignment, which is the only official source of information about class meeting locations. While the Registrar endeavors to allocate to each course the room best suited to its needs, it is not possible all the time to assign an individual class to the room preferred by the instructor. Due to the pressure of space, as well as the difficulty of developing student schedules, deans and department chairs should observe the following university parameters when building their course schedules:

- 1) Classes should be scheduled into the standard class meeting periods. Approved starting times are as follows:

MWF 8:00 AM, 9:00 AM, 11:00 AM, 12:00 NOON, 1:00 PM, 2:00 PM, 3:00 PM 4:30 PM. And 6:00 PM and later

TR 8:00 AM, 9:25 AM, 10:50 AM, 12:15 PM, 1:40 PM, 3:05 PM, 4:30 PM, and 6:00 PM and later.
- 2) Course offerings must be spread throughout all the available day/time blocks.
 - a) Multiple sections of a course must be distributed between morning, afternoon, and evening hours
 - b) Multiple sections of a course should be distributed across the days of the week
 - c) Classes offered by a department should be evenly spread between two-day and three-day class meeting schedules.
 - d) Departments should distribute courses offered in the evenings across the days of the week from Monday to Thursday as well as between the early and later evening periods.
 - e) Three-credit-hour courses that meet M/W/F must start on the hours listed above and last for 50 minutes. Classes beginning at 3:00, 4:30, and 6:00 meeting MW meet for 75 minutes.
 - f) Three credit hour courses that meet T-TH last for 75 minutes and must start at the hours listed above.
 - g) Fourth hour meetings and labs should begin at a standard meeting time.
 - h) All non-standard course sections are given last priority in the room scheduling hierarchy and must be approved by the Academic Dean.
- 3) An overall review of the proposed schedules is the responsibility of the Academic Deans. Modifications to a department's course schedule may be necessary for space reasons.
- 4) Departments must submit their proposed course schedule to their Dean's office prior to making room assignments. The Dean's office will be responsible for

ensuring that all courses meet scheduling parameters prior to the Registrar scheduling rooms. Room requests can be placed on the schedule by the department and we will make every effort to accommodate the request while still ensuring all classroom needs are met for all classes campus wide.

- 5) Only the Office of the Registrar may change the room to which a class is assigned. Any room change requests have to be made in writing or via email. **Verbal requests cannot be made.** The class may **not be moved** from one class period to another without the approval of the appropriate Dean and is subject to space availability.
- 6) Courses required for the major should not be offered at the same or overlapping times, unless offered in multiple sections. Co-requisites should be cooperatively scheduled by the involved departments to avoid time conflicts. Pre-requisites may be offered in overlapping times with the sequel course.
- 7) Faculty assignments **should be made** during the initial schedule building for the Registrar to accommodate faculty preferences or back-to-back scheduling. Please ensure that faculty is not scheduled to teach more than one course at a given time.
- 8) Faculty with specific room requests due to medical needs must submit their request for a specific room during the initial room scheduling.
- 9) Course sections will be roomed according to the following hierarchy: medical, pedagogical, back-to-back sections with the same instructor, location, room preference, and non-standard time slots. At all times prior course enrollment will be considered when assigning classrooms.
- 10) Requests for exceptions to the scheduling parameters must be submitted, in writing with sufficient rationale for consideration, to the appropriate Dean. Final approval of these recommendations must come from the Dean.
- 11) The Registrar is responsible for coordinating with the Deans the timetable for departments to submit their course offerings to the Registrar's Office. Departments who do not meet the deadline will be roomed last and will not be guaranteed any special room requests.
- 12) Cross registered courses should be submitted by both departments with the primary department indicated (usually the instructors department). Also please note different sections of the same class meeting in the same room at the same time (ie CHM 111.001 and CHM 111.002).
- 13) If desks are moved or re-arranged they must be placed in the order in which the instructor found them by the time the class period is over.

