Course Scheduling Information

The goal of the Office of the Registrar is to assist academic departments in creating and maintaining their list of course offerings each term.

Creating a Department’s Schedule of Classes:

Academic departments must provide the Office of the Registrar with the contact information for the individual who will be the primary person interacting with the University Scheduler. This person will be referred to as the Department Scheduler.

Since courses offered remain somewhat constant, the Office of the Registrar conducts a ‘roll-over’ from the previous year’s schedule to make the data entry process easier for academic units. In other words, schedulers do not have to create their schedule from scratch.

Department Schedulers should hold schedule planning meetings with department chairs before the schedule production timeline begins. Schedulers should use the previous year’s Class Schedule to determine which existing courses the department will offer. Schedulers should also consult with department chairs whether faculty wish to offer any Experimental or Special Topics courses and whether any courses have been approved by the Curriculum/Graduate Council.

Prior to the scheduling period each term, the Office of the Registrar will provide Deans, Dept. Chairs, and the Department Scheduler with the Course Scheduling Timetable (which establishes production dates and deadlines), and Calendar-Session dates for the term. Only the Department Scheduler will receive the Course Scheduling Worksheet for course modifications.

Academic departments are responsible for determining course offerings and submission of schedule information in a timely manner, no later than the specified deadlines. It is also important that departments accurately identify enrollment requirements and all A/V, projector, and technology needs on the first draft of the schedule.

Requests for course modifications must be submitted via email to the University Scheduler by the Department Scheduler on the Course Scheduling Worksheet. Faculty, instructors, and GA’s must make requests through their appointed Department Scheduler.

Instructor assignments must be provided as early as possible to ensure that students have a point of contact for registration overrides and in order for textbook information to be assigned and linked to the class schedule. Faculty will not be able to access section assignments, class rosters, waitlists, Moodle accounts, etc. via BengalWeb unless they have been assigned as the instructor of record for a course.

Departments are required to immediately notify University Scheduling of course cancellations, class limit increases/decreases, day/time changes, instructor changes, and classroom assignment requests.