Class Schedule Planning
Fall or Winter Semester

Reminders:

Use Net ID’s or BYU ID numbers to identify instructor changes or additions (do not use Social Security Numbers).

Assigned classrooms are only exclusive to the college or department during Source Document planning. After that free classroom time is used to meet university class needs.

Red ink changes only. Please do not turn in a “picture perfect” schedule. Changes must be clearly identifiable for data entry. If a printer generated document is submitted, then changes need to be underlined or circled. All documents are imaged/scanned for indexing and computer referencing during the room assignment process. Changes must be distinctly different than information carried over that is unchanged.

Room Needs! Please place a [ ] circle in the room and building column if a room assignment is needed. Do not leave the column blank if a room is needed. (Read instruction #12 carefully).
Proofing Instructions

The following instructions correspond numerically with each numbered area or column of information on the attached sample source document.

1. **DEPARTMENT NAME.** Please verify that you have received the correct source document for your department. The department title is found at the top of the source document.

2. **COURSE.** When adding a class, include the approved course number. A list of current curriculum titles is included with these documents. If you have questions about your curriculum, please contact your college curriculum representative.

3. **SECTION NUMBER.** The computer will assign individual section numbers sequentially for each course section offered.

4. **CURRICULUM ID and TITLE CODE.** The curriculum identification number is a five-digit number identifying a specific course. The title code is a three digit number identifying a specific title for a specific class. It is essential to include the title code for courses which have multiple flex titles.

5. **LAB\QUIZ FLAG.** Enter classes approved for lab or quiz sections on the source documents the same as the lecture class, in sequential section number order, with the addition of "L" or "Q" in the lab\quiz column. These sections will appear with zero credit hours.

6. **HONORS FLAG.** Enter classes approved as honors sections with an “H” in the Honors column.

7. **SECTION TYPE.** Enter the type of section under which you would like the specific class offered. Section types include Day (defaults blank), Evening, and Salt Lake Center. **NOTE:** Evening documents must be returned directly to Evening School, 211 HCEB, 422-2873. Salt Lake Center documents go to Dane Rigby, 333 SLC, 423-9433.

8. **NEW SIZE.** Indicate the requested class size for all classes. This will limit the number of students able to add the class. Be aware that we cannot allow a greater number of students in a room than the approved capacity for the room. The source document indicates the requested size for the previous year (OLD SIZE) and actual class enrollment (OLD ENRL) for the same period to help in estimating the appropriate size to request for the semester being planned.

9. **COURSE TITLE.** Please submit the course title on the source document as a verification of the correct course offering. If the course is approved for variable titles, indicate which title is to be used by listing the three digit title code number in the TC column.
10. **CLASS PERIOD.** In selecting day/time combinations, please use the following guidelines for each term. We strongly recommend that 75 minute class periods only be used on a TTh sequence. Those requesting this on a MW sequence must schedule consecutively in their assigned classrooms or during low-use hours (late afternoon or before 9:00 a.m.). The MW sequence will be last priority when assigning classrooms from the general inventory. The following periods will be available for scheduling:

50 minute classes
- 7:00 - 7:50 a.m.
- 8:00 - 8:50 a.m.
- 9:00 - 9:50 a.m.
- 10:00 - 10:50 a.m.
- 11:00 - 11:50 a.m.
- 12:00 - 12:50 p.m.
- 1:00 - 1:50 p.m.
- 2:00 - 2:50 p.m.
- 3:00 - 3:50 p.m.
- 4:00 - 4:50 p.m.
- 5:00 - 5:50 p.m.
- 6:00 - 6:50 p.m., etc.

75 minute classes
- 8:00 - 9:15 a.m.
- 9:30 - 10:45 (TTh, allows for devotional travel)
- 12:05 - 1:20 (TTh, allows for devotional travel)
- 1:35 - 2:50 p.m.
- 3:00 - 4:15 p.m.
- 4:30 - 5:50 p.m.

11. **DAYS.** All valid day combinations follow.

M, W, F, MW, MWF, MF, T, Th, S, TTh, TThF, TThS, MTWTh, MTThF, DAILY

A "TBA" (to be announced) request in the class period column will override any time requested. Only "TBA" will be printed for both day and time in the class schedule.

The devotional and forum assemblies will be held during the 11:00 a.m. hour on Tuesdays. **Academic Scheduling cannot schedule on-campus rooms during the 11:00 a.m. hour on Tuesday.** A class is occasionally approved to span that hour but it is required to break for the devotional or forum. The only classes approved to span the 11:00 hour are special labs using unique facilities and equipment or classes held off-campus in clinical settings.

The 11 o'clock hour on Thursday is reserved and protected for university, college, and department faculty and staff meetings; special department or college guest lecturers or presentations; approved large seminars or colloquiums; BYUSA meetings; college orientation meetings for majors; and general college or university events that have broad appeal or require broad participation. Again, the only classes approved to span the 11:00 hour are special labs requiring unique facilities and equipment or classes held off-campus in clinical settings. Campus Scheduling will accommodate all requests for faculty meeting
rooms during the 11 o’clock hour on Thursdays. (Please see “Help Sections” for when requests can be made from the Campus Scheduling Office. Their phone number is 422-3134).

12. ROOM AND BUILDING. The rooms which your department and college have been assigned to schedule for the terms have been sent to the college dean and department chair. (If a list of classrooms is not attached, contact the college scheduling coordinator for your classroom needs.) Use the assigned rooms in submitting initial classroom requests.

Please note that these room assignments are only valid for the source document scheduling period. Unused class periods in assigned department classrooms should be shared with other departments within the college. All remaining open class periods at the end of source document planning will be used to schedule the many class needs of the campus community.

If a class cannot be accommodated in these assigned rooms and a specific room is desired, please indicate this room in the Room/Building column. If the classroom utilization guidelines have been met for the department assigned rooms, and if the desired room is available, the requested room assignment will be made.

Utilization Guidelines: College and department assigned classrooms should be scheduled 75 percent of the available hours from 8:00 a.m. to 5:00 p.m. daily. Class enrollment should utilize a minimum of 66 percent of classroom seat capacity. Classrooms are assigned or reassigned on a utilization/needs basis.

If a class needs a room and you do not wish to request a specific room, draw a circle in the Room-Building column, and Academic Scheduling will assign a room from the general pool of available classrooms. If a class does not need a room assignment, draw a line in the Room-Building column so a room is not automatically assigned.

13. CREDIT HOURS. Check the credit hours to make sure they reflect the curriculum-approved number. A V in the F/V column indicates that the credits are variable. If there is no V, the credits are fixed. Variable credit classes can be fixed at a specified number of credits within the approved range, or offered as variable to the maximum credits.

14. INSTRUCTOR. Please give the instructor’s Net ID or BYU ID number. Our system pulls from a university database that lists current faculty, retired faculty, staff, applicants, students, and dependents so there are many people with similar names. Listing the BYU ID number or Net ID next to the name will ensure we get the correct faculty member listed. Incomplete names on source documents may result in inaccurate information on proofs, in the class schedule, and on class rolls. Net ID’s are more easily used and are public information. We welcome Net ID’s to retrieve the instructors’ names. Please do not use social security numbers. Primary, Team, and Supervisor roles are listed on the document. Please check the code in the Instructor Role column showing which role the instructor is listed under. P stands for Primary, T for Team instructor, S for supervisor, TA for Teaching Assistant, and GA for Grade Assistant.

15. TERM. Term 1 or 2 can be entered if the class is not taught for the full semester. (Full semester dates default blank).
16. **REGISTRATION METHOD.** This column shows the method whereby students can register before school begins and during the first six days of a semester or term.

- **O** Allows students to register online before and after school begins until the 6th day of a semester or term.

- **F** Allows online registration until classes start for a semester or term. (Permission-to-add code thereafter).

- **S** Indicates that students must ALWAYS use a permission-to-add code to register or add the class.

Changes to the registration method can be made at any time by the authorized department scheduling person.

17. **FINAL EXAM.** Enter the type of final exam that will be given for a specific section. There are three options: Y, N, and T. “Y” is the default and means Yes there is a final and it is given in the classroom. “N” means No there is no in-class final (i.e. a take home final, paper, presentation, etc.) and “T” means there is a final and it is given in the Testing Center.

18. **FEES.** Check the fee column for appropriate class fees. Any fee discrepancies should be addressed to your college curriculum representative.

19. **LIMITATIONS AND NOTES.** Use the right margin for indicating registration limitations and notes for class enrollments. For example, if the class is for majors only, write it in the right margin followed by the 6-digit major code(s), and "Majors Only" will appear in the class schedule. This will limit registration to the identified majors.

**LIMITATIONS** (blocks registration)

- CLASS FLAG (with name of flag)
- HONORS ONLY
- MAJORS ONLY (with 6-digit major code)

**NOTES** (do not block registration)

- ACCELERATED
- AUDITION REQUIRED
- CLINICAL (Nursing Only)
- DEPARTMENT APPROVAL
- FIELD TRIP REQUIRED
- FLIGHT PROGRAM ONLY
- HONORS
- INTENSIVE
- INTERN STUDENTS
- LAB INCLUDED
- LAB REQUIRED
- MAJORS ONLY
- MEN ONLY
- NON-LDS ONLY
- NURSES ONLY
- ONLINE CLASS
- PREVIOUS APPLICATION
- QUIZ REQUIRED
- RETURNED MISSIONARIES
- TEAM TAUGHT
- TEACHER APPROVAL
- WOMEN ONLY
- MARRIED STUDENTS
- MULTICULTURAL
- ONLINE CLASS
- RETURNED MISSIONARIES
- TEACHER APPROVAL
- WOMEN ONLY

In order to ensure consistency, the following should help clarify the use of some specific notes:
**Lab Included:** To be used if lab time is included in the same section as the lecture time, whether on the same line or a second line of that section. (See example 1 and 2 below.)

**Lab Required:** To be used if students are required to register for a second section of the class. This second section is generally marked with "L" after the section number and is for 0 credit hours. (See example 3.)

**Department Approval** or **Teacher Approval:** Indicates that students should receive teacher or departmental approval prior to registering. However, this note DOES NOT actually restrict students from registering. To do so, see instructions on registration method.

**EXAMPLE 1:**
CHEM 107 1015  GEN COLL CHEM LAB  1.0 $30
001  1015  S  2:00-4:50 p.m.  TTH 420 ESC STAFF Lab Included

**EXAMPLE 2:**
CHEM 223 1025  QUANT & QUAL ANAL  4.0 $30
001  1025  T  10:00-11:50 MW 235 ESC DALLEY NK Lab Included

**EXAMPLE 3:**
CE EN 113 8383  DNGR MEASUREMENTS  3.0 $30
002  8383  S  11:00-11:50 am MW 381 CB WALLACE L Lab Required
002 L 8383  S  2:00-4:50 pm TTH 384 CB STAFF

20. **DEPARTMENT CHAIR AND DEAN SIGNATURES.** Your Department Chair and Dean must sign every page of both the source document and final proof, or they will be returned to your office. Initials only after the full signature on the first page is acceptable. If your Dean is unavailable to sign the documents, someone who is able to sign in their behalf and take responsibility for the classes (i.e., an Associate Dean) may sign instead.

21. **HEADER STATEMENTS:** You may use a printed statement before or after a course listing to clarify or explain unique registration information. These statements should not be lengthy course descriptions. The class schedule is a timetable; the general catalog is for course descriptions and prerequisites.

**HELP SECTIONS:** Credit classes have scheduling priority over help sections. Help sections can only be scheduled after the 3rd day of classes during the semester or term. Please hold all of your requests until that time. (Note: after the add/drop period, help sections are scheduled through Campus Scheduling 422-3134).

If you have any questions concerning your source documents or the instructions above, please contact the Academic Scheduling office, B-150 ASB, extension 2-6557.