



Call for Classes / Timetable Production Schedule

Office of the Registrar • 100 Grant Street, De Pere, WI 54115 • (920) 403-3216

Timetable Production Schedule is as follows:

Semesters - Final:	Fall 2012,-J-Term 2013
Semesters – Tentative:	Spring 2013
Submission to Associate Dean	Contact Appropriate Associate Dean
Approximate Room Usage Meeting	Monday, Feb. 27 or Mar. 5, 2012
Submission from AAD to Registrar's Office Deadline:	Wednesday, March 7, 2012
KnightLine/Timetable On-Line.....	Monday, April 2, 2012

All institutional courses offered (undergraduate, graduate, college credit, ESL, study abroad) should be forwarded to our office via the process outlined below. A Course Submission Form in EXCEL format needs to be completed and submitted by the deadline established by each Associate Dean. In addition, a key to completing the form has been provided.

Please use the EXCEL form included. The form has a built in validation table with instructor names to be selected.

The following resources are available at the *Faculty & Staff Area* under the *Timetable Development Resources* link of the *Registrar* website:

Call for Classes Instructions with Room Allocations
Course Submission Form
Course Submission Form Key

The following resources are available on the *J Drive* in the *Registrar Public Folder*:
Demand Reports – Individual Discipline Enrollment Numbers by Course since 2005

Please take note of the following:

1. A Course Submission Form must be completed and submitted in electronic form to the Registrar's Office.
2. Please coordinate the listing of cross-listed courses between disciplines and mark the courses clearly in the remarks section.
3. A key has been provided for the Course Submission Form to aid disciplines in the coding, format, and listing of courses.
4. Use the drop down box when selecting an instructor. When listing a second instructor, place their name in the remarks section. For TBA instructors, select the TBA listing included in the chart.
5. Continue to follow the new format for labs being listed with different eventual meeting times/rooms. Complete the Lecture/Lab section appropriately and indicate within the remarks area.
6. Courses with split seats between majors/non-majors and upper Gen. Ed. between Gen. Ed. and non-majors should be listed twice and indicated in the remarks section.
7. When we proceed to the stage of scheduling, please adhere to the scheduling procedure that departments **must** cover the entire A-J sequence once before they can have a second prime time slot. Final classroom assignments will be made later, to better fit class sizes with available space.
8. Priority for scheduling Smart Rooms will require discipline coverage of all time slots, conformity to the established A-J time sequences, prior assignment to an EEC room, time availability, EEC demand, and anticipated class size. Pre-assignments of EEC rooms will hopefully be completed by the end of this semester. Furthermore,

classrooms and smart rooms have been allocated to divisions based on historical demand. Associate Dean's will have to monitor their offerings to fit these guidelines.

9. Special Topics / Seminars / Advanced Topics courses have been synchronized across all disciplines as 289, 389, or 489 courses. Please use these numbers when submitting special topics courses. **A new course approval form must be approved by the time of submission. New course approval forms can be downloaded from the Registrar's Office web site at www.snc.edu/registrar/**

10. Estimates on the number of General Studies sections are provided by the Associate Academic Dean.

11. **J-Term (Winter) schedules are also being requested at this time and should be submitted on a separate EXCEL form. Due to the start date of the J-Term, J-Term courses should be scheduled for 3 ½ hour increments.**

12. All courses **not** starting or completing either on the full session or half session (including the submission of grades) must complete a **Course Scheduling Exception Form** (available from the Registrar's Office) before they can be listed.

13. **In addition, the Dean and the AAD's have ask that we move to publishing tentative Timetables for 1 semester beyond what we are actually scheduling for registration. Therefore, please submit a separate EXECL form for the Spring of 2013. This form should only list the course id and instructor. No meeting times, dates, capacities, or restrictions are requested at this time.**

Fall 2012 Room Allotments

Humanities Division:	14 classes per time slot for the morning 15 classes per time slot for the afternoon
Natural Science Div:	8 classes per time slot for the morning 9 classes per time slot for the afternoon
Social Science Div:	14 classes per time slot for the morning 15 classes per time slot for the afternoon
Interdivisional Courses:	1 course per time slot for the morning 2 courses per time slot for the afternoon
ESL	Regular allotment of rooms.

Fall 2012 General Education Section Requests

GS1L – 13

GS2 -12

GS3 – 16 (including 4 SSCI 220)

GS4 – 18

GS5 – 15

GS6 – 12

GS7 – 9 (Non-Language)

GS8 – 19

GS9 – 12

GS1U – 8

GS10 – 8*

GS11 – 8*

GS12 – 6*

***20 unique sections among GS10,GS11, GS12, GS10/12, and GS11/12 courses.**