

Academic Scheduling Policy

Scheduling Coordinators:

Each academic department has a scheduling coordinator with whom all course requests and room requests should be coordinated. Requests from individual instructors will be referred back to the departmental scheduling coordinator for approval.

Standard Meeting Patterns:

Limited classroom availability requires departments to follow standard meeting patterns when scheduling courses for each semester. The **Block Schedule Planner** and the [Alternative Schedule Planner](#) lists the preferred meeting days/times which allow our office to accommodate as many course requests as possible despite limited classroom availability. Departments offering courses during prime-time alternate meeting patterns (designated with a >P= on the Alternate Schedule Planner) *must* offer a course during the non-prime meeting pattern (designated with an >N=) to pair with it.

Technology-Enhanced Classrooms:

High demand for these specialized classrooms makes it necessary to schedule them in advance and on a first-come, first-served basis; however, enrollment limit versus room capacity and specific equipment needs are also considered when scheduling these rooms. Please make sure that we receive all requests for full-semester use for technology-enhanced classrooms with the initial schedule that is submitted for each department. Ad-hoc requests for these classrooms will begin after the second week of a semester and must be submitted directly to the DoIT Classroom Technologies office (www.classtech.gmu.edu).

Arlington, Prince William, and Loudoun Course Offerings:

Requests for Arlington, Prince William, or Loudoun course offerings must be submitted with all other course requests by the due date listed on the production calendar for each semester. Our office will schedule full-semester usage for classroom space at these campuses. Any ad-hoc requests for space at these campuses will be reserved after the second week of the semester, and should be submitted directly to the Events Scheduling Offices at those campuses.

Crosslisted Courses:

A Crosslist Form must be submitted by the *sponsor* department for all courses to be crosslisted for any given semester. The sponsor department is responsible for coordinating with the non-sponsor department for approval to crosslist and supplying the total course enrollment limit for the courses. Please make sure that you supply all information needed on the form.

Post-Publication Schedule Changes:

If a department wants to change the meeting dates, day(s), or time of a course that has been published in the printed or internet schedule listings, our office must cancel that section and create a new section with the new information. Changes to enrollment limits, room assignments, instructor, and waitlist assignments are allowed for an already published course.

Ad-Hoc Semester Classroom Requests:

Ad-Hoc classroom requests will not be scheduled until two weeks into any given semester. Our office moves courses to larger rooms and opens new sections up until the last day to add for any semester, so we need all classroom space available to accommodate these requests.