

Check List for Class Section Scheduling

When preparing the class schedule for your department(s) please review the questions listed below. The schedule will be monitored during the scheduling process and until registration.

___ **Am I using standard meeting times and adhering to the distribution rules?**

Use the Standard Class Meeting Time Schedule. The Class Schedule Distribution Rules are listed on the schedule along with the meeting times. There are also related Argos reports to check on your status.

___ **Do I have cross-listed or stacked courses?**

Courses to be cross-listed or stacked must be of equal credit value. You cannot cross-list a course that is 3 credits with a course that is 4 credits. A cross-listed course must have the same instructor at the same day/time in the same room. Courses need to be cross-listed in Banner before rooms are assigned.

Faculty workload is highly affect by cross-listed and stacked courses. Please remember to divide the percent responsibility (100) and percent of session (100) by number of courses in the cross-list group.

___ **Am I over or under estimating the maximum enrollment?**

Historical enrollment reports from Platinum Analytics should be utilized to enter most accurate the maximum enrollment for a particular course section.

___ **Did I select the correct instructional method?**

All instructional methods must be correct prior to opening of registration. Instructional method types affect student distance education fees and cannot be changed once there in enrollment in the course.