

## Check List for Class Section Scheduling

When preparing the class schedule for your department(s) please review the information listed below. Reports will automatically be sent to the Deans, Department Chairs, and Schedulers so that we all can monitor class creation and overbooked rooms. The schedule will be monitored during the scheduling process and until the [12<sup>th</sup> day of classes](#).

**Meeting Times**- Use the Standard Class Meeting Time Schedule. The Class Schedule Distribution Rules are listed on the schedule along with the meeting times. These schedules can be found on the Banner main page under Banner Help Materials: Course Schedule Creation.

**Cross Listed Courses**- Courses to be cross listed 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 before rooms are assigned.

**Subject Preferences**- A list of subjects and preferences will be sent to the appropriate departments. Please review the preferences to determine if they are correct. Revisions should be made before room scheduling begins. Remember that preferences refer to attributes that are necessary for the class to be taught (classroom, lab, TTVN, studio, etc.) The only instructor preferences that are considered will be health limitations.

**Subject Revisions**- Any changes in a course must be made in Banner. If the instructor is changed, it must be changed in Banner before the census date.

**Overbooked Classrooms**- The Environmental, Health & Safety Department will be reviewing the maximum capacity for the classrooms and Astra will reflect that number. If the students allowed in the section exceed the maximum capacity of the classroom, you will be in violation of the Fire Code. Before allowing additional students into a section, please check your room's capacity. If necessary, find another room for the course, but do not exceed the room capacity.

**Added Sections**- Courses added after the schedule has been completed must follow the same rules.