Policy Reference: E0100, Instructional Support; D0600, Scheduling Instructional Programs and Courses

SCOPE:
The current process involves the scheduling of course offerings with accuracy and efficiency as requested by the Academic Pathways in collaboration with Instructional Scheduling..

PURPOSE:
By developing clear steps for the best collaboration between academic departments and Retention and Scheduling. A common understanding of processes and procedures will help assure a strong collaborative environment that meets everyone's needs in creating offerings best suited to meet student needs and help students be successful in reaching their academic goals, while ensuring fair assignments and pay for all faculty.

PROCEDURE:
See Class Scheduling's myMATC portal page and the Complete Scheduling SOP for supporting documentation.

To get a semester ready for students:
 1) Class Scheduling uses the rollover process to add active sections from the previous year, using an internal process with technical documentation within the department to complete this task.
 2) Academic departments collaborate with the Retention and Scheduling department to take a first pass at their section worksheets (see Section Worksheets – 1st Pass SOP).
 3) Once FT faculty preference sheets are available, academic departments collaborate with the Retention and Scheduling department to use section worksheets to assign FT faculty (see Section Worksheets – 2nd Pass (FT) SOP).
 4) Academic departments use instructors' programs to check for FT assignment and load errors (see Load Sheet Review SOP).
 5) Once PT faculty preference sheets are available, academic departments collaborate with the Retention and Scheduling department to use section worksheets to assign PT faculty and overload to FT faculty (see Section Worksheets – 3rd Pass (PT) SOP).
 6) Academic departments use instructors' programs to check for all faculty assignment and load errors (see Load Sheet Review SOP).
 7) Academic departments monitor enrollment to determine the need for new sections (see Section Add Requests SOP).
 8) Academic departments monitor enrollment to determine which sections to cancel at least 5 days prior to the start of the semester. Although departments can make the decision as late as 5 days prior to the start of the particular class, best practice dictates making the decision at least five days prior to semester start whenever possible (see Section Cancel Requests SOP).

Academic departments submit other change requests as needed (see Section Change Requests SOP).

Office of Responsibility: Class Scheduling
Last Reviewed: Feb-2021