Scheduling Information Sheet
For Use in Scheduling Large Lecture and All Primaries and Secondaries

Enrollments

- Courses for Large Lecture should have projected enrollment of 53 or greater.
- Projected enrollment should not exceed 3 percent of last year’s actual enrollment.
- Indicate projected enrollment for all primaries and secondaries.
- Classes may need to be moved during the enrollment period to accommodate actual enrollments, if other classes need larger rooms.

60/40

- No more than 60 percent of primary classes should be scheduled in the prime-time hours of M/W/F 9:30 A.M. – 3:10 P.M. and T/Th 10:00 A.M. – 3:45 P.M.

Room Features—Equipment, Media, and Seating

- When requesting a general assignment classroom, use room features to request a type of room; do not request a specific room.
- Check the Registrar’s web site for current information on features in the classrooms at: http://registrar.ucsc.edu/classrooms/scheduling/schedulinginfosheet.pdf.
- Please do not ask for combinations of features that don’t exist.
- Review media needs with faculty before submitting scheduling requests to give the most accurate indication of what is needed.

Non Standard Times

- Courses taught at non-standard times should be kept to a minimum.
- When planning a non-standard time, try to impact as few time periods as possible. This will help in both securing a room as well as enabling more students to enroll in the class.
- This is also true for secondaries. If you need to request specific times for secondaries, try to keep them in the standard time blocks.

Notes for Scheduling — there are two types of notes, and both are important to include on your scheduling sheets as they are not always obvious.

- **Schedule Comments**: This includes information on cross-listed courses, primary courses that require enrollment in a secondary (section), courses that require concurrent enrollment in another course, interview only, special instructions for first class meetings, and topics for the specific class offering.
- **Registrar Comments—not printed**: These would indicate special needs of a class or an instructor. For example, taught back to back with another class, or instructor has a specific disability that requires a certain accommodation, etc.

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