

# COURSE SCHEDULING CHECKLIST

Additional resources for scheduling can be found on the [Course Scheduling Center](#) webpage.

Resources include Semester dates; scheduling options; Editing Timelines; Scheduling Support Forms; Links to find enrollment data; Contact information; 2-year Course Rotations; GCE data requests.

## ROUND 1 EDITING

### What to look for during round 1:

- All courses that are to be scheduled must be in by the Round 1 due date.**  
*By adding the most accurate data in the beginning of the process, it will allow all departments time to review gaps in the schedule. Late changes create enrollment challenges, and require approvals.*
- Faculty Overloads** (Approval needed to exceed the limit of 1 GCE course/term or 5 GCE courses/year above FT load.)
- Adjunct Overloads** (Adjuncts cannot exceed more than 3 courses total, including day and/or evening courses, in a semester.)
- Online Course Development Forms** (For new online/hybrid courses, or first time course is taught online by instructor.)
- Topics Forms** (New topics form needed every time it is offered; maximum two times for each course.)
- Cross-Reference with Plans of Study/2-year Rotation** (See Course Scheduling Center)
- Course Limits** (For lab and other courses that mandate limits.)
- Start/End Dates** (Only needed if the course dates differ from the semester dates.)
- Days/Dates** (For special scheduled courses, make sure dates are correct. For example, if they list Friday meetings, make sure the actual list of dates are Fridays.)
- Contact Hours** (Three credits = 37.5 contact hours; lab courses have different contact hours.)
- Lab Hours** (Lab courses only. Division specific, found on the course scheduling webpage.)
- Cross-Listings** (Make sure that all disciplines are listed on the schedule; sometimes these cross-listings are scheduled between day and GCE courses.)
- Comments for Seats Lists** (Include information such as: course restrictions, dates if different from term dates, cross-listings, special notes, etc.)
- Course Descriptions** (Only needed for topics courses.)

## ROUND 2 EDITING

Repeat the above checklist for new courses added to the schedule submitted in Round 1.

### Checklists for Academic Deans:

- Cross-reference with plans of study/2-year course rotation**
- Faculty overloads** (Approval needed to exceed limit of 1 GCE course/term or 5 GCE courses/year above FT load)
- Faculty teaching in GCE as part of day load** (Tracking assignments across day/evening)
- Approve Topics forms** (to assess need for course, approve level and LAS if appropriate)
- Verify that course offerings meet needs of all student groups** (GCE, Day, Non-degree)
- Verify course offerings are appropriate in number** (Correct number of courses/sections based on expected enrollment)