CLASS SCHEDULE PREPARATION INFORMATION

1. The Google spreadsheet contains all Fairbanks Campus, CTC and eCampus courses, with each department listed in separate sheets.

2. Proofs MUST be reviewed and approved by your academic Deans to ensure all course approvals. Proofs will be turned off on the deadline.

3. All changes and additions to the class schedule must be made electronically on the spreadsheet. Handwritten changes will not be accepted nor will Excel spreadsheets. Please carefully review the attached class scheduling policies and instructions.

4. **Do not remove any courses from the proof.** All deletions will be marked out with a **red strikethrough** when selected in the drop-down automatically. *(See Spreadsheet Instructions and Examples).* Deletion means the course will not be scheduled for the upcoming term. In order to delete these courses in their entirety, they cannot be removed from the spreadsheet.

5. Classes with more than one instructor and/or meeting pattern will repeat on the schedule. When sorting your classes, include CRN’s so that these classes show up together on the proof.

6. All **changes** to the schedule will be in **RED using the C in the drop-down,** text on a blank row below the original information will also automatically show up in red. Do not overwrite the black text as it will not be seen and your changes will not get made. If you are adding or changing instructors, be sure to include **UA ID numbers.**

7. Please follow all spreadsheet instructions and refer to the examples listed below. In order to produce an accurate schedule, instructions need to be followed.

COLUMN HEADING DEFINITIONS

**Function**

List what is to be done to the course using the drop-down. We will follow these meanings:

D = Red Strikethrough (automatically strikes through row when selected) = Delete this course from the schedule

A = Add this course to schedule. *(text will automatically be green)*

C = Make the changes requested in this row. Only list specifically what needs to be changed in a new row underneath the course *(changes will automatically show in red)*

*See Spreadsheet Instructions and Examples.*
CRN: Course Reference Number
Banner assigns CRNs to class sections. The CRN uniquely identifies a particular section of a course. The CRN cannot be moved to another section.

SUBJECT: Subject Code
Abbreviated code for each department, used in Banner, Course Catalog and Class Schedule.
Example: ECE = Early Childhood Education

COURSE No.: Course Number
This corresponds to what is approved in the University catalog. W’s (Writing Intensive) and O’s (Oral Intensive) after the number are not used in Banner or the class schedule. These are used as reference in Catalog only.
Please do not indicate W’s and O’s in the spreadsheet.

If course number is -92, please provide another row indicating the grade mode for the course as Letter or Pass/Fail.

SECTION: Section Number
First digit indicates:
    F = Fairbanks Campus Courses
    T = Community and Technical College Course
    U = eCampus
Second digit indicates:
    E = Evening class beginning after 5PM on M, T, W, R, and/or F.
    W = Weekend class meeting on S and/or U. If course meets F, S, and/or U with times beginning after 5pm.
    X = Internet class.
    M = Strictly Audio/Video Conference Course
If there are mistakes in section numbering, these will be corrected by the Final proof.

TITLE: Course Title
This is the Banner title of the course, there’s only a 30 character limit. Alternative titles may only be entered for special topics courses or varying topic courses where the course is repeatable for credit.

CREDITS:
A course may not be offered for more or less credit than that which is approved for the course and listed as such in CourseLeaf. Courses must meet 800 minutes per 1 credit and must meet no less than 3 days per 1 credit.

For variable-credit courses: The proof displays “0” unless you have requested a specific number of credits for a variable-credit course. If the department wants to offer the class for a specific number of credits, enter that value on the proof. If the department wants students to be able to choose the number of credits they want to take, leave the credits as “0,” or, if adding a new variable-credit course, enter
“VAR” in the credit column.

**Meeting Type: type or use drop-down function**
- CLAS = Classroom Meeting
- LAB = Lab Meeting type
- ARR = Arranged Meeting
- SEM = Seminar Course
- PRIN = Practicum/Internship
- AUD = Audio Class
- VID = Video Conference Course
- FLD = Field Course
- STU+ = Studio

**DAYS:** Days of the week class will meet
- M = Monday
- T = Tuesday
- W = Wednesday
- R = Thursday
- F = Friday
- S = Saturday
- U = Sunday

If a class has no meeting days or times entered but is marked “Y” in the MEET TIME column, then “TBA” will appear on the proof and on UAOnline to indicate that meeting days are to be announced. If a class has no meeting days or times entered and is marked “N” in the MEET TIME column, then “NA” will appear on the proof and on UAOnline to indicate that there are no planned meeting times for the class.

**BEG/END TIME:** Begin Time; End Time (i.e. 0900 = 9:00 AM, 1300 = 1:00 PM, 1500 = 3:00 PM) **Must be listed in Military Time with colon for data entry and export.**

Class meeting times that are not within scheduled meeting patterns will be posted to the closest meeting time within approved meeting patterns. Faculty Senate policy prohibits courses from meeting on T R from 1:00 to 2:00 PM.

See **Academic Course Scheduling Guidelines**.

**BUILDING & ROOM:**
List which building and room requested to teach in, please note that if you change days and times for a course it may not be able to keep or get the room requested.

**START/END DATES:** Dates of Course
“Full Term” indicates courses will meet for the approved dates for the entire full term. Refer to the UAF Academic Calendar [https://catalog.uaf.edu](https://catalog.uaf.edu).

List individual dates **ONLY** if it is a late starting course (first meeting is one week after the first day of the semester) and/or the course will not meet the full semester.
Please do not put “ARR” or “TBA” in these fields.

**INSTRUCTOR ID/NAME:**
You will not see any ID numbers on the proof and you should not fill in an ID number if the name of the instructor is correct.

If you need to change or add an instructor, enter the new instructor’s name in a blank line below in the INSTRUCTOR field and enter the new instructor’s ID in the ID field.

If a valid ID number is not provided, we will not change or add an instructor and STAFF will be added.

If you are adding multiple instructors for a class, we will assume that the first instructor listed is the primary instructor (i.e., the one who can assign grades).

**MAX ENROLLMENT:**
This is the maximum number of students allowed to enroll in the class. This number must be greater than 0. Please indicate a maximum enrollment for every class you add using the drop-down or manually typing in the number. If you do not assign a max, we will assign a max of 0.

Please indicate realistic max enrollments based on the average history within the past terms.

**WAITLIST CAPACITY:**
Indicate maximum number of students permitted on the wait list.

After a class reaches its enrollment capacity, if seats become available they will be held for students on the waitlist. Students are notified via their preferred email when a seat becomes available and will have 48 hours to register. If they do not register within 48 hours, the seat becomes available to the next student on the waitlist. Students may add themselves back onto the waitlist and will be notified again by email if a space becomes available.

**AUDIT:**
Note: Grade modes are not listed on the proof because they cannot be changed without doing a change through CourseLeaf. A class cannot offer both pass/fail grading and letter grading in the same section.

For further information on processing minor changes, please visit the Faculty Senate website at [http://www.uaf.edu/uafgov/faculty-senate/curriculum/](http://www.uaf.edu/uafgov/faculty-senate/curriculum/)

**CROSSLIST IDENTIFIER:**
These are the approved cross-listed/stacked courses as indicated in the course catalog.

Check the cross-listed courses to be sure all listings are being offered.
Many times all courses that are approved to be cross-listed are not offered.

Both departments must indicate cross-listed courses on the spreadsheet in this column if both agreed to offer the course.

If courses will be cross-listed/stacked indicate the other course in this column along with the total number of maximum enrollment for both courses.

**For example:** PSY F614 = 15, NORS F614 = 15, Total = 30

**SPECIAL APPROVAL:**
Use this column and drop-down to indicate whether the class requires some level of approval for students to register. If you enter an approval code, then only students who have been given an override in Banner will be able to register for the class.

Common approval codes are:
- **IN** = Instructor Approval
- **DP** = Department Approval
- **DH** = Department Head Approval
- **HD** = Honors Director Approval (Required for all sections with FH1)

For additional approval codes please refer to the drop-down in the Google Spreadsheet.

**PRINT in SCHEDULE:**
A “Y” in this field indicates that the class should be printed in the class schedule. An “N” indicates the class should not print in the class schedule. (CTC publishes a printed bulletin each semester).

**WEB AVAILABLE:**
By default, classes are set to appear on UAOnline. A “Y” in this field indicates that the class should appear on UAOnline and be available for web registration. An “N” indicates that the class should not appear on UAOnline and should not be available for web registration.

**SESSION:**
Select from the drop-down. This code indicates the amount of time (as a percent of total contact hours) the class is location based. Location refers to when the student must be on campus or at any other specific location, and does not apply to the time when a student must be logged in to a computer. The four session codes are:

0  -Distance= 0% location-based time (no in-person attendance required)
1  -Distance-based = 1-20% location-based time (ex: on weekend on campus at the start of the semester)
2  -Blended = 21-50% location-based time (ex: half of class time online, half in classroom)
3  -Location-dependent/traditional = 51% or more location-based time (ex: traditional classroom instruction)
DELIVERY METHODS:
Select from the drop-down. A class delivery method is a broadly adopted strategy that combines technology and pedagogy to achieve specific learning outcomes. A delivery method is not just a technology. Enter as many delivery methods as apply to a class. The delivery method definitions and associated student requirements that will appear on UAOnline are:

**F2F: Face-to-face:** Class meets at a designated place and time. Blackboard may be used for announcements and/or grades. Common Equipment Requirements: Computer with Internet access

**AUDIO: Audio Conferencing:** Students participate in class by dialing a toll-free phone number and pass code at a pre-arranged time and date. Blackboard may be used for announcements and/or grades. Common Equipment Requirements: Telephone or headset with microphone, computer with Internet access.

**VIDEO: Video Conferencing:** Students participate in class at scheduled times from a video conferencing site (typically a classroom on a UA campus). Blackboard may be used for announcements and/or grades. Common Equipment Requirements: Computer with Internet Access.

**WEB MTG: Web Meeting:** Students participate over the Internet at scheduled times by running web conferencing software such as eLive or Collaborate on their computer. Blackboard may be used for announcements and/or grades. Common Equipment Requirements: Computer with Internet access, 256 Kbs or faster cable or DSL modem, headset with a microphone. Students should allow at least a couple days before the start of class to ensure their computer is set up and ready to login for classes. Students can contact the IT or distance help desk at their campus if they have questions about accessing or using web meeting software.

**ONLINE: Online / Web delivered:** Instruction is delivered online through a course management website such as Blackboard. Common Equipment Requirements: Computer with Internet access. Requirements for the speed of Internet connection or frequency of access will vary. Students should contact the IT or distance help desk at their campus or the campus offering the class for information about how to access the course website. **Because every class has a Blackboard shell, Online/Web delivered is to be coded as a delivery method only when Blackboard is used as an instructional method.

**MULTIMEDIA: Multimedia:** Instruction is delivered via various media such as DVDs, CDs, VHS tapes, or other formats as listed in the section notes. Students should contact the instructor or department for specific information on required equipment. Common Equipment Requirements: DVD player, CD player, VHS player, etc. See the section notes for details. *If a class uses multimedia or special technology, please specify the technology and student equipment requirements in the SECTION NOTES column of your proof.

**SPEC TECH: Special Technology:** Course uses special technologies or programs that are listed in the section notes. Common Equipment Requirements: See section notes for details. *If a class uses
multimedia or special technology, please specify the technology and student equipment requirements in the SECTION NOTES column of your proof.

**INT/PRAC: Practicum or Internship:** Work experience classes that consist of placement in an organization/agency or a practical application of study under the supervision of the instructor. Depending on the course, students may need to fulfill special placement requirements. Blackboard may be used for announcements and/or grades. Common Equipment Requirements: Transportation to and from the worksite, computer with Internet access, email.

**IND R/T: Independent Research/Thesis:** Students conduct independent research or thesis work with instructor supervision; they commonly do not meet in a classroom setting. Blackboard may be used for announcement and/or grades. Common Equipment Requirements: Computer with Internet access, email.

**PACING =** Course Pacing (Use drop-down)

- **I** = instructor-paced
- **S** = student-paced

In an instructor-paced class, students are required to complete coursework on a specific schedule determined by the instructor. In a self-paced class, students complete coursework at their own pace.

**MEETING TIME:**

This attribute indicates whether a class is synchronous or asynchronous (i.e., whether the class has scheduled meeting times).

There are two options for this column, use drop-down:

- **Y** = Yes, the class will have scheduled meeting times (default)
- **N** = No, the class will not have scheduled meeting times

**SECTION NOTES:**

Use this column to indicate any special notes to students that should appear on UAOnline. Some examples would be notes that include special technology or equipment requirements, contact or registration information, or any relevant distance-delivery information.

**APPROVED MEETING PATTERNS:**

Classes that are full semester and start and end on the approved meeting pattern will receive first priority for room scheduling.

<table>
<thead>
<tr>
<th>Monday, Wednesday, Friday (MWF)  (60 minute periods)</th>
<th>Tuesday, Thursday (TR)  (90 minute periods)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am- 9:00 am</td>
<td>8:00 am- 9:30 am</td>
</tr>
<tr>
<td>9:15 am-10:15 am</td>
<td>9:45 am-11:15 am</td>
</tr>
<tr>
<td>10:30 am-11:30 am</td>
<td>11:30 am- 1:00 pm</td>
</tr>
<tr>
<td>11:45 am-12:45 pm</td>
<td>2:00 pm- 3:30 pm</td>
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04/16/14
<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
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<tr>
<td>1:00 am - 2:00 pm</td>
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<tr>
<td>2:15 pm - 3:15 pm</td>
<td></td>
</tr>
<tr>
<td>3:30 pm - 4:30 pm</td>
<td></td>
</tr>
<tr>
<td>4:40 pm - 5:40 pm</td>
<td></td>
</tr>
<tr>
<td>Evening – After 5:50 pm</td>
<td></td>
</tr>
</tbody>
</table>

We are also offering two aligned blocks on MWF starting at 8am and 5:30pm. The class can be scheduled for 50, 60, 70, 75, or 90 minutes and can meet once, twice, or three times a week depending on the length of the class and how many credits will be earned by completing the class successfully. The evening block may also be scheduled for 100, 165, or 180 minutes, in addition to the previously stated times, but the preferred scheduling for 3 credit classes is 75 or 90 minutes on MW or TR.

Three aligned blocks on TR starting at 8 am, 11:30 am, and 5:30 pm. The class can be scheduled for 50, 60, 70, 75, or 90 minutes and can meet once or twice a week depending on the length of each class and how many credits will be earned by completing the class successfully. The evening block may also be scheduled for 100, 165, or 180 minutes, in addition to the previously stated times.

Two aligned blocks on Saturday, starting at 8:30 am and 1 pm. Two 165 or 180 minute classes can be scheduled in the day (3 cr.) or and also two 215 or 240 minute (4 cr. classes) can be scheduled. For 5 cr. or more only one course could be scheduled, starting at 8:30 am.

One suggested block (which is not aligned) on TR, starting at 2:55 pm. The class can be scheduled for 50, 60, 70, 75, 90, 100, or 120 minutes.

No classes are to be scheduled between 1 p.m. and 2 p.m. on Tuesday or Thursday. This time has been set aside as a free hour for scheduling meetings, convocations, etc. (UAF Faculty Senate Meeting #60 12/4/95)
minutes, and can meet once or twice a week depending on the length of each class and how many credits will be earned by completing the class successfully.

SPREADSHEET INSTRUCTIONS AND EXAMPLES

DELETING A COURSE OR SECTION FROM THE SCHEDULE:

1. Select D from the dropdown in the Function column of the course to be deleted.
2. It will automatically add a red strikethrough across a line indicates a deletion.

Use the red strikethrough only to delete the entire course. This method is not used to make an instructor change or deletion or any other changes.

DO NOT REMOVE THE DELETED COURSE INFORMATION FROM THE DOCUMENT. THE OLD INFORMATION IS NEEDED TO REMOVE THE CLASS FROM BANNER.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Function</td>
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<td>Subject</td>
<td>Course No.</td>
<td>Section</td>
<td>Title</td>
<td>Credits</td>
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<td>T01</td>
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<td>3</td>
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<td>ABUS</td>
<td>F200</td>
<td>FPP</td>
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<td>F102A</td>
<td>FPP</td>
<td>Keyboadning:Touch Typing</td>
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</tbody>
</table>

ADDING A NEW COURSE OR A NEW SECTION TO THE SCHEDULE:

• In order to reduce errors, new courses need to be added into the schedule spreadsheet in course number order (Course No.).
• We will be glad to help you with the selection of class times when rooms are available.
• Follow the approved meeting time patterns listed above when selecting a meeting time.
  1. Insert a new line following the order of the course number to add the new course.
  2. Select A in the Function column dropdown, this indicates a new course and it will automatically list everything add in green.
  3. Fill in information for the course, ALL FIELDS ARE REQUIRED WHEN ADDING AN ADDITION.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
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<tbody>
<tr>
<td>Function</td>
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<td>Subject</td>
<td>Course No.</td>
<td>Section</td>
<td>Title</td>
<td>Credits</td>
<td>Meeting Type</td>
<td>Days</td>
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<td>End Time</td>
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<td>F01</td>
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<td>F414</td>
<td>F01</td>
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<td>F01</td>
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<tr>
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<td>3</td>
<td>MWF</td>
<td>M</td>
<td>10:30</td>
<td>11:30</td>
</tr>
</tbody>
</table>
• Leave CRN as shown below BLANK (CRNs are generated by Banner each semester; our office will apply the new CRN under this column after creating the class)

• Follow the directions in the class scheduling policies and instructions

Add additional rows under the class for additional information.

**CHANGING THE INSTRUCTOR OF RECORD:**

1. Add blank line under course needing the change of instructor, select C from the drop-down in the blank row (all changes will automatically show in RED. This indicates a change.

2. Type in the appropriate instructor’s UA ID# in the **Instructor ID#** column and put instructors last name in next column. UA ID numbers are required for instructor changes.

**CHANGING THE MEETING PATTERN** (day, time and/or location):

**Review the Academic Course Scheduling Guidelines**

1. Add blank line under course needing the change of instructor, select C from the drop-down in the blank row (all changes will automatically show in RED. This indicates a change.

2. Indicate your preferred meeting time/location in the correct location.

3. Indicate any special equipment needs (audio capable, smart class, etc.) by right clicking on your mouse and selecting insert note or insert comment it will populate a black corner in the cell that will show the note if hovered over with the mouse.

**OTHER CHANGES** - to course title, credits, approval codes, cross listings, capacity, notations:

1. Add blank line under course needing the change of instructor, select C from the drop-down in the blank row (all changes will automatically show in RED. This indicates a change.

2. Indicate your changes in RED in the correct location