

Course Scheduling Manual

Overview and what you'll need:

- **Course Scheduling Guidelines**
- **Critical Dates**
- **Schedule Matrix Master Summary Form**
- **Major and Minor Counts**
- **Request for Manual Entry Form**

Online Course Scheduling Documents

<https://rpublic.rollins.edu/sites/ASCPS/SitePages/Course%20Scheduling%20Materials.aspx>

General Education Designation Review Status Report

https://rpublic.rollins.edu/sites/ASCPS/Shared%20Documents/General%20Education%20Curriculum/ged_master_review_form.pdf

All sections other than Field Study, RCC, Internships, Intersession and Applied Music/Ensemble courses should be scheduled using the online course scheduling system in FoxLink

Course Scheduling Guidelines

- ✓ **ALL courses other than RCC, Maymester, Intersession, internships, and applied music/ensembles, matrix and cross-listed (both Holt and between departments), should be entered via the Online Class Schedule system available in FoxLink via the Employee Tab).** An instruction manual is provided on the Dean of Faculty rpublic site under the Course Scheduling Materials link. For administrative assistants/coordinators who need training on this system, please contact Cindy Pokrywa at cpokrywa@rollins.edu or ext. 2381.
- ✓ **Each department and program must schedule at least one (1) 8:00 a.m. course for every ten (10) sections offered each term.**
- ✓ **Courses must be evenly distributed across the scheduling matrix.**
- ✓ **Due to RCC and rFLA courses, no courses, no exceptions, may be scheduled from 9:00-9:50 am MWF in fall or spring terms, 12:00-12:50 pm MWF in fall terms, 8:00-9:15 am and 9:30-10:45 am TR in fall or spring terms,** without permission of the Dean. The RCC common hour will continue on Friday from 2:00-3:15 pm, so courses crossing this hour are restricted to the 300- and 400-levels only.
- ✓ **No courses, no exceptions, may be scheduled in common hours, 12:30-1:45 p.m., T R.**
- ✓ **Required major courses for which there are no duplicate/alternate sections/courses may not be scheduled from 4:00-6:00 pm.**
- ✓ **No cap may be set above 29 without Dean's consent.**
- ✓ **New course proposals and general education assessment statements are due to the Dean's Office by September 12.**
 - New course proposal forms:
<https://rpublic.rollins.edu/sites/ASCPS/SitePages/New%20Course%20Proposals.aspx>
- ✓ **Courses requested at non-matrix times will be assigned to rooms last along with all courses that cross the 4:00 pm hour.**
- ✓ **The Schedule Matrix Master Summary Form showing all scheduling blocks and time periods: <https://rpublic.rollins.edu/sites/ASCPS/Shared%20Documents/Course%20Scheduling/matrix-summary.pdf>**



Spring 2018 Class Scheduling, Academic Advising and Registration Timetable

August 28	Scheduling Information sent to Departments
September 5	Online Scheduling System Open to Departments
September 12	New Course Proposals/Gen Ed Approvals due to Dean
September 26	Online Scheduling System Closes Electronic Schedule Changes Due from Departments
September 27 to October 2	Proofing, Adjustments, and Dean's Approval
October 3	Electronic schedule proof available, link sent to Departments
October 10	Final Proofs Due Back from Departments
October 11 to October 16	Final Proofing, Adjustments, and Dean's Changes
October 20	Spring Schedule Posted to Web
October 30 to November 3	Student Academic Planning with Faculty Advisors
November 6 to November 19	Student Online Registration for Spring
November 27 to December 3	Early add/drop for incomplete schedules

Class Schedule Matrix Master Summary Form

**ROOM PRIORITY TO THE HOLT SCHOOL 4 PM ON
DEPTS MUST ENSURE EVEN DISTRIBUTION OF COURSES ACROSS BLOCKS**

**Monday / Wednesday / Friday
50 Minute Class Sessions**

8:00 – 8:50 a.m.

9:00 – 9:50 a.m. **RCC courses ONLY in Fall / rFLA
courses ONLY in Spring**

10:00 – 10:50 a.m.

11:00 – 11:50 a.m.

12:00 – 12:50 p.m. **rFLA courses ONLY in Fall**

**Tuesday / Thursday
75 Minute Class Sessions**

8:00 – 9:15 a.m. **rFLA courses ONLY in Fall and Spring**

9:30 – 10:45 a.m. **rFLA courses ONLY in Fall and Spring**

11:00 – 12:15 p.m.

12:30 – 1:45 p.m. RESERVED: COMMON HOUR

2:00 – 3:15 p.m.

3:30 – 4:45 p.m. **Room Priority to Holt**

**Monday / Wednesday
75 Minute Class Sessions**

1:00 – 2:15 p.m.

2:30 – 3:45 p.m.

(RCC common hour Friday 2:00-3:15 p.m.)

**Four or Five Meetings per Week
Monday / Tuesday / Wednesday / Thursday / Friday
50 Minute Class Sessions**

8:00 – 8:50 a.m.

9:00 – 9:50 a.m. **RCC courses ONLY in Fall**

10:00 – 10:50 a.m.

11:00 – 11:50 a.m.

150 Minute Class Sessions -- Once per Week

1:00 – 3:30 p.m. on M or W or F

System Overview and Guidelines

CLA/Holt Online Class Schedule Building System

Getting Started:

1. Log into FoxLink.
2. Click on the Employee tab.
3. Click on the CLA/Holt Departmental Course Scheduling link.
4. To enter a completely new course, click (instructions begin below).
5. To copy courses entered in a previous term, view courses already entered, or make changes to courses, click .

Note: Certain types of courses, field studies, RCC classes, intersession, and applied music/ensembles, may not be entered using on-line scheduling. These courses are entered in the Schedule after online course scheduling closes, once all approvals are in place, and may not be edited online.

Copying Sections from Prior Terms:

Instructions, helps, and hints are shown below.

- Click on and query a prior term (Fall 2015 or Spring 2016). From the result list that appears, click on the section that you would like to copy. On the detailed course page that appears next, you will see an option to copy the course to an upcoming term.
- Once you select the new term and click on copy, you are in Edit mode for the new section in the new term. You can change instructor, meeting days, or any other field, **OR** you can click continue to save the section exactly as it is.

Entering New Sections:

Instructions, helps, and hints are shown below.

To enter a new course, click

Select a term and subject prefix using the pull down menu and enter the course number that you wish to schedule, then click "Continue". For example:

Please select a term and a subject and enter the course number that you wish to schedule, then click "Continue".

Course Term: Spring 2017 ▼
Course Subject: ART ▼
Course Number: 241

Continue >>

MAIN MENU

The detailed course information form should appear and provide instructions and blocks for you to enter all specific information for the section you are scheduling. Follow all directions and complete all information blocks required. Default course information contained in Banner will fill in some portions of the form.

COURSE INFORMATION

Term: CLA/Holt Fall

Course: ART 241

Title: Sculpture I

Use the pull down menu to **enter the College** for this section (CLA or Holt).

College: Select ▼

Use the pull down menu to **enter the section number** for this section, remember to keep track of your sections if you are entering more than one section of the same course.

Section: 1 ▼

Use the pull down menu to **enter the number of semester hours** for this section. The default value established for the course at the time of approval will appear in parenthesis to the right.

Semester Hours: 4 ▼ (Must be between 4 and 6)

Indicate whether or not the course is cross-listed between CLA and Holt. Use the pull down menu to **enter the maximum student enrollment** for this section. Indicate the maximum enrollment for each program if cross-listed.

Max. Enrollment: 24 ▼

If the course has fees associated with it, use the pull down arrow to selected the type of fee and enter the amount to be charged in the next fill-in box. Please use whole numbers to the nearest \$5.

Fees: **Amount: \$** (no decimals)

The system will next show the default grade mode for the course as set in Banner. If there is a different grade mode desired, you should reflect this information in the *Notes to the Registrar* section at the end of the form.

The system will next show the default schedule type for the course as set in Banner catalogue. If there is a different schedule type to be used, you may enter it in the *Notes to the Registrar* section at the end of the form.

The general education designation, if any, assigned to this course in Banner catalogue will appear next. ***Check the list of courses and instructors approved for general education (CLA available online [here.](#)) to be certain that the particular course and instructor have been approved for the specific general education designation that appears.*** If a course has not been approved for general education a request must be submitted for approval before the general education designation can be added. Otherwise, please make a correction in the boxes provided.

GER: A

If this does not apply, please select those that do:

The prerequisite or corequisite courses assigned to this course in Banner catalogue appear next. ***Check the on-line catalogs (CLA – Holt) if there are discrepancies.*** Prerequisites MUST match those noted in the College Catalogue. Any changes to prerequisites must be submitted to the Dean’s Office for approval. All changes to prerequisites or corequisites must be made via paper or e-mail to the Student Records or Holt School Office. This course has no prerequisites or corequisites, so there was no default information in Banner.

Prerequisites: ART 120

Corequisites:

If this is a Holt course, indicate if it is to be taught in a Blended Learning format. Note: faculty members must be approved to teach designated BL courses. Indicate if the faculty member has participated in required training for certification. Select ‘no’ if you do not know.

You will now enter instructor(s) for the section and their percentage of responsibility for teaching. Click on the primary instructor button to view a list of all approved instructors (Hint: if you type the first letter of the last name once you are in the pop-up form, you can move through the alphabetical list more quickly.) If there is only one instructor for a course, the responsibility percentage entered is 100-percent. If there is more than one instructor for a course, the responsibility percentages must be entered and equal to 100.

INSTRUCTOR INFORMATION

Click on the "instructor" button to view and select an instructor or instructors from a listing. Responsibility should total 100% for all instructors.

Primary Instructor	Almond, Joshua	% of resp.	50
Other Instructor(s)	Simmons, Rachel	% of resp.	50
Other Instructor(s)		% of resp.	

Next, you'll set the meeting days/times for the section. Click first on the meeting days/times block. Doing so will bring up the meeting block form, from which you will select the matrix time period for the course. Click the matrix time you desire for the section and then click "Select this Time Period."

You will have to select one matrix time slot from each block before you will be able to select the same block again and/or select a non-matrix block. IFT, PEA, etc., courses will immediately have the non-matrix time period options. When completed, click "Select this Time Period" to set the time and return to the main form.

NOTE: When Other Non-Matrix meeting is selected, weekly schedule block(s) with non-matrix days and times will pop up for you to complete.

MEETING INFORMATION

Click on the "meeting days/times" button to select meeting periods.

Meeting Days/Times	
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Select one of the following time blocks:

- Monday/Wednesday/Friday - 50 minute periods
- Tuesday/Thursday - 75 minute periods
- Monday/Wednesday - 75 minute periods
- Four or Five Meetings
- 150 minutes Once per Week
- PEA courses ONLY
- ART, DAN, EDU, IFT, INT, MUS, THE (production),
and courses that are less than 4 credit hours per term ONLY

Select this Block

[Select a Different Meeting Block]

50 minute periods - Monday // Wednesday // Friday

Select one of the following time periods:

- MWF 0800 - 0850
- MWF 1000 - 1050
- MWF 1100 - 1150

Select this Time Period

MEETING INFORMATION

Click on the meeting days/times button to select meeting periods.

The final screen will look like this after one of above is selected.

Meeting Days/Times	MWF 0800-0850
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Select the date range (part of term) that best matches the course's starting and ending dates. If you select anything other than full-term, you will be prompted to enter the exact starting and ending date for the course.

Select the **date range** that best matches this course's start and end dates: 08/28/17 - 12/15/2017 (Full Term) ▼

For courses meeting less than the full term, IFT, Intensive, and other short courses, please enter the exact start and end dates.

If the course has a laboratory associated with it, or you are completing the non-matrix time form, please use the next block to enter the days and times for the laboratory meetings. Remember that you must enter times in military format (Hint: for afternoon and evening times, it's standard time plus 12, for example: 2pm = 1400, 6pm = 1800, and 10pm = 2200). This course has a Monday afternoon lab from 2-4pm.

LAB INFORMATION

If this course has a lab, select the day(s) and enter times for each day.

NOTE: Enter time in hour and minute **in military format** (i.e. 1400 for 2:00 pm)

Day(s):	Begin:	End:
<input checked="" type="checkbox"/> Monday	1400	1600
<input type="checkbox"/> Tuesday		
<input type="checkbox"/> Wednesday		
<input type="checkbox"/> Thursday		
<input type="checkbox"/> Friday		
<input type="checkbox"/>		

Enter comments that you want to appear in the published schedule.

COMMENTS:

Please enter any additional comments regarding this course. This text will show on the class schedule.

A rectangular text input field with a thin border. Inside the field, the text "Suitable for non-majors." is written in a standard black font. To the right of the field is a vertical scrollbar, and below the field is a horizontal scrollbar.

Notes to Registrar:

This space is available include additional information that will not be included in the published schedule, but is important to the course. For example, if you are proposing a new topic, please indicate the topic title here.

An empty rectangular text input field with a thin border. To the right of the field is a vertical scrollbar, and below the field is a horizontal scrollbar.

Click on the continue button to process your work to this point. You will see a confirmation screen similar to the one below for your course. If there are problems that you need to correct, use the button to correct and repeat parts of the process outlined above. If you are satisfied with your entry, then click the button and move on the next section.

Please verify the following information. If everything is correct, then click the "Submit Course". If you need to make changes, click on the "Back to Entry Form" button.

YOU MUST CLICK ON THE "SUBMIT COURSE" BUTTON TO COMPLETE THIS ENTRY.

Term: 201709

Course: ART 241

Title: Sculpture 1

Section: 1

Cap: 24

Sem. Hours: 4

Fees: ARTF

Amount: 50

Grade Mode: S-Standard Letter

Schedule Type: T-Studio

Instructor(s): Almond, Joshua – 67%

Simmons, Rachel – 33%

Meeting Days/Times: TR 0800-0915

Lab Days/Times: M 1400-1600

GER: A

Prerequisites: ART 131/120

Corequisites:

Comments:

[Go Back to Entry Form](#)

[SUBMIT COURSE](#)

Guidelines for Editing Existing Sections:

To view courses already entered or make changes to courses, click

[View Submitted Courses](#)

A query screen will appear that asks you to select a term and to choose your preferred sort method. You can sort by subject, days/times, or instructor. Once you have selected term and sort type, click submit to obtain a list of courses to which you have access

To run a query, select a term and a value to sort by and click "Submit".

Select a Term:

Sort Result By:

A list of courses similar to that below from which you may choose courses to edit will appear. You have the option of clicking on the highlighted subject and course number to get to the section detail for the course, choosing to enter a new course, or returning to the main menu. If you click on the subject and course number link, you will be taken to the detailed schedule form where you can make changes following the steps outlined above for new courses. Note: a new record will be created if you change a course section number. Be certain to delete the previous section or it will remain on the schedule. Click SUBMIT when complete.

List of submitted courses for CLA Fall 2009.

Term Code	Course	Title	Cap	Grde Mode	Sem Hrs	Course Days/Times	Lab Days/Times	Instructor(s)	Comments	Error
200909	ANT 150-1 90001	Cultures of the World	25	S	4	TR 0800-0915	-	Servigna, Ana	IR Elec	-
200909	ANT 150-2 90002	Cultures of the World	25	S	4	TR 0930-1045	-	Servigna, Ana	IR Elective	-
200909	ANT 200-1 90003	Cultural Anthropology	25	S	4	TR 1100-1215	-	Newcomb, Rachel C	-	-
200909	ANT 200-2 90004	Cultural Anthropology	25	S	4	MW 1100-1215	-	Kistler, Sarah Ashley	-	-
200909	ANT 205B-1 90005	Topic: Pre-Columbian Art/Icon	25	S	4	TR 1400-1515	-	Dulanto, Jalh	ARCH/ARH/LACS Elective	-