

Course Scheduling Manual 2019-2020

Please contact the Registrar's Office only at
scheduleupdates@rollins.edu

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Course Scheduling Policies

- With the exceptions of Field Study, RCC, Internships, Intersession, Independent Study and Applied Music/Ensemble sections, courses should be scheduled using the online course scheduling system, SECTION.
- With the exception of Holt-only programs, each department and program must schedule at least **one (1) 8:00 a.m. course for every ten (10) sections offered each term.**
- In order to allow progress to degree within four years, students need a variety of courses in a variety of meeting times to create a feasible schedule. **Departments are expected to use all available matrix times before re-using a matrix time.**
- Courses must be evenly distributed across the scheduling matrix.
- No courses without Dean's consent may be scheduled during RCC/rFLA time blocks:
 - 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 TR in fall or spring terms
 - 9:30- 10:45 am TR in fall or spring terms
- No courses may ever be scheduled during common hours, 12:30-1:45 p.m., TR.
- Required CLA major courses may not be scheduled from 4:00-6:00pm unless there are duplicate or alternate sections also scheduled.
- CLA course capacities above 29 require Dean's consent.
- Courses requested at non-matrix times, along with CLA courses that cross the 4:00 pm hour may have limited classroom availability.

Spring 2020 CLA and HOLT
Class Scheduling & Registration Timeline

Thurs., Sept. 5*	Spring 2020 scheduling policies/instructions sent to departments, SECTION opens
Fri., Sept. 13*	New course, XCMP, and Intersession proposals due to Registrar's Office RFLA proposals due to Associate Dean Adjunct request forms due to Dean of the Faculty
Fri., Sept. 20*	Schedule due from departments, SECTION closes
Mon., Sept. 23	Community Engagement (CE) forms due to Meredith Hein
Sept. 20 - 30	Schedule proofing and adjustments by Registrar's Office
Tues., Oct. 1	Electronic schedule proof available, SECTION re-opens
Fri., Oct. 18*	Final edits due from departments, SECTION closes
Oct. 18 - 21	Final proofing and adjustments by Registrar's Office
Tues., Oct. 22	Spring 2020 schedule posted to the web.
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Mon., Oct 28	CLA Student academic planning with faculty advisors begins
Mon., Oct. 28	HOLT Student online registration for Spring 2020 begins
Mon., Nov. 4	CLA Student online registration for Spring 2020 begins

***Dates adjusted due to College closure during hurricane Dorian.**
Original dates: Wed., Aug. 28, Mon., Sept. 9, Mon., Sept. 16, Wed., Oct. 16

Class Schedule Matrix Master Summary 2019-20

- DEPARTMENTS MUST EVENLY DISTRIBUTE COURSES ACROSS TIME BLOCKS
- COURSES MEETING OFF MATRIX MUST BE APPROVED BY THE DEAN OF FACULTY AND CLASSROOM AVAILABILITY MAY BE LIMITED
- ROOM PRIORITY DEFAULTS TO THE HOLT SCHOOL STARTING AT 4 PM

Monday / Wednesday / Friday 50 Minute CLA 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 CLA Sessions – 70 Minute Holt 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)*
- 4:00 – 5:10 p.m. *(Room priority to Holt)*
- 5:20 – 6:30 p.m. *(Room priority to Holt)*
- 6:45 – 8:00 p.m. *(Room priority to Holt)*

Monday / Wednesday 75 Minute CLA Sessions – 70 Minute Holt Sessions

- 1:00 – 2:15 p.m.
- 2:30 – 3:45 p.m.
- 4:00 – 5:10 p.m. *(Room priority to Holt)*
- 5:20 – 6:30 p.m. *(Room priority to Holt)*
- 6:45 – 8:00 p.m. *(Room priority to Holt)*

**Four or Five Meetings per Week
Monday / Tuesday / Wednesday / Thursday / Friday
50 Minute CLA 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
- 4:00 – 6:30 p.m. on M or T or W or R, or F *(Room priority to Holt)*
- 6:45 – 9:15 p.m. on M or T or W or R, or F *(Room priority to Holt)*

**Courses with Labs except RFLA
Once (CLA) or Twice (Holt) per Week**

- 2:00 – 5:00 p.m.
- 2:00 – 6:00 p.m.
- 4:00 – 6:30 p.m. *(Room priority to Holt)*
- 6:45 – 9:15 p.m. *(Room priority to Holt)*

**HOLT Intensive Courses Spring 2020
First Half – January 13 – March 02
Twice per Week**

- 4:00 – 6:40 p.m.
- 6:45 – 9:25 p.m.

**HOLT Intensive Courses Spring 2020
Second Half – March 18 – May 4
Twice per Week**

- 4:00 – 6:30 p.m.
- 6:45 – 9:15 p.m.

**HOLT Intensive Courses Spring 2020
Saturday**

- 9:00 a.m. – 4:00 p.m.

Holt 2020 Summer Class Schedule Matrix

First 6-Weeks Session:

Memorial Day: Monday, May 25. Please do not schedule classes the weekend prior, May 23.

Independence Day: Tuesday, June 30 – Saturday, July 4

Please note that POT 5 (Graduate Counseling) will meet through Thursday, July 2. They are only off July 3.

Monday/Wednesday (12 class meetings): May 18 – June 29
Scheduling blocks: 4:00 - 7:10 p.m., 5:30 - 8:40 p.m., and 6:00 - 9:10 p.m.

Tuesday/Thursday (12 class meetings): May 19 - June 25
Scheduling blocks: 4:00 - 7:10 p.m., 5:30 - 8:40 p.m., and 6:00 - 9:10 p.m.

Saturday (5 class meetings): May 23 – June 27
Eight hours per meeting (half -hour lunch).
Holiday weekend: May 23-25 - no class meetings scheduled.

Second Six-Week Session:

Monday/Wednesday (12 class meetings): July 6 - August 12
Scheduling blocks: 4:00 - 7:10 p.m., 5:30 - 8:40 p.m., and 6:00 - 9:10 p.m.

Tuesday/Thursday (12 class meetings): July 7 - August 13
Scheduling blocks: 4:00 - 7:10 p.m., 5:30 - 8:40 p.m., and 6:00 - 9:10 p.m.

Saturday (5 class meetings): July 11, 18, 25, August 1 & 8.
Eight hours per meeting (half-hour lunch).

Twelve-Week Session:

One meeting day per week (M or T or W or R or S)

Scheduling blocks: 4:00 - 7:10 p.m., 5:30 - 8:40 p.m., and 6:00 - 9:10 p.m.

Monday (12 class meetings): May 18 - August 10

Holiday: May 25

Tuesday (12 class meetings): May 19 - August 11

Holiday: June 30

Wednesday (12 class meetings): May 20 - August 12

Holiday: July 1

Thursday (12 class meetings): May 21 - August 13

Holiday: July 2

Saturday (10 class meetings): May 30, June 6, 13, 20, 27, July 11, 18, 25, August 1 & 8

Holiday: July 4

Scheduling block: 3 hours and 45 minutes per meeting.

CLA Scheduling Formats

College of Liberal Arts (CLA) courses meet 150 contact minutes for standard credit courses (4 semester hours). Most CLA students are traditional day students and transfer students attending on a full-time basis, so the majority of courses should be scheduled to meet during the hours of 8:00 a.m and 4:00 p.m.

▶ **Alternative Course Times**

- Proposals should be submitted to the Dean of Faculty for approval **at the time** the schedule is being developed.
- Guidelines: Courses must meet X contact hours and be scheduled to begin and end within the term dates.

▶ **Cross-listed Courses**

- Courses that are shared between CLA and Holt programs must be declared when creating the schedule.
- CLA courses cross-listed at 4:00 p.m. and after will follow the CLA calendar for term dates, holidays, and exam schedule and defer to Holt course priority for classroom assignment.
- The seating ratio should be at least 50/50 unless the course is used in the CLA curriculum.
- For courses in the CLA curriculum, the cross-listed ratio should favor CLA registrations. There will be opportunity to adjust the capacities during registration periods if needed.

Additional Information:

▶ **Calendar**

- **Intersession** is associated with the Spring term. Credit will be processed at the end of the Spring term.
- **Maymester** is associated with the Summer term. Credit will be processed at the end of the

Summer term.

- Graduating seniors are not eligible to graduate in the preceding term if they are registered for Intersession or Maymester, unless they do so as non-degree seeking students. Graduating seniors taking Maymester courses will graduate at the end of summer.

▶ **Exam Period**

- CLA exams are held during Exam Week of the term according to the [Exam Schedule](#).
- For courses that need to be have sections combined into one test section please notify the Office of the Registrar to set a time, and Scheduling & Events to book a special classroom.

Holt Scheduling Format

Holt School courses meet 37.5 contact hours for standard credit courses (4 semester hours), and a minimum of one week of instruction for every semester hour of credit awarded. Graduate Counseling and Graduate Education use a standard 3-credit course. Most Holt students are employed on a full-time basis, so the majority of courses should be scheduled to meet during the later scheduling block.

▶ **Blended Learning (BL)**

- Blended learning is the replacement of a portion of in-class face -to -face instruction with learning beyond the classroom, often, but not always, through the application of technology to enhance student-learning outcomes.
- Courses may not exceed 50% of contact hours through blended content. The Holt School requires certification to teach in a blended learning format.
- Interested faculty members should contact the Help Desk at 407-628-6363 to discuss the certification process.

▶ **Alternative Course Times**

- Weekend and intensive formats are possible.
- Proposals should be submitted to the Holt School for approval at the time the schedule is being developed.
- Guidelines: Courses must meet 37.5 contact hours (excluding g lunch breaks) and be scheduled to begin and end within the term dates.

▶ **Cross-listed Courses**

- Courses that are shared between CLA and Holt programs must be declared when creating the schedule.
- Courses cross-listed at 4:00 p.m. and after will be considered "Holt" courses and will follow the Holt calendar for term dates, holidays, and exam schedule and have priority for classroom

assignment.

- The seating ratio should be at least 50/50 unless the course is used in the Holt curriculum.
- For courses in the Holt curriculum, the cross-listed ratio should favor Holt registrations. There will be opportunity to adjust the capacities during registration periods if needed.

Additional Information:

▶ **General Education Courses**

Please remember that the Holt School uses the alphabetic designations for the general education courses that must be approved by the Curriculum Committee. *Deadline for Spring 2020 designations is December 1, 2019.* [Visit the website](#) for descriptions and forms to request a designation for a course.

▶ **Calendar**

- Evening cross-listed courses will follow the Holt calendar for holidays and exam periods.
- **Please note that evening classes will meet during CLA fall break.**
- The Thanksgiving break has been extended to include Tuesday night.

▶ **Exam Period**

- Holt School exams are held during the last week of the term during your regularly scheduled class meeting time.
- There is no separate schedule for exams.
- Courses that meet twice a week have the option to break the exam into two parts or contact the Office of the Registrar to schedule a time.

Online Resources

DigArc SECTION - <https://rollins.digarc.cloud/auth/login>

Course Scheduling Information

- Scheduling Guidelines
- Scheduling Timeline
- Master Time Matrix

Course Submission Guidelines and Course Proposal Forms

- Adjunct Request Form
- Curriculum Change and Dates for Submission Guidelines
- Course Proposal/Change Form
- Course Fee Request Form
- Maymester Proposal Form
- Intersession Proposal Form
- rFLA Course Proposal Form
- Ethical Reasoning Competency Designation Request (ECMP)
- Competency in Mathematical Thinking (MCMP)
- Community Engagement (CE) Designation

Holt General Education Information

- Holt Old-New Gen Ed Map
- Expressive Arts (HART) Form
- Global Citizenship (HGC) Form
- Literature (HLIT) Form
- Quantitative Thinking (HQT) Form
- H to Responsible Leadership and Civic Knowledge (HLCK) Form
- Responsible Leadership and Civic Knowledge (HLCK) Form
- Scientific Perspective (HSCI) Form

Office of the Registrar

- Academic Calendars
- Catalog
- Forms
- Registration/Course/Schedule/Exam Schedule