
Hamilton Holt School Course Scheduling Manual

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- ✓ **ALL courses other than field study, internships, applied music, and ensembles should be entered via the Online Class Schedule system available in FoxLink.** An instruction manual is provided on the [Holt Faculty website](#). For administrative assistants/coordinators who need training on this system, please contact Stephanie Henning at shenning@rollins.edu or x2258.
- ✓ Courses must be evenly distributed across throughout the week.
- ✓ Holt course capacities above 20 for summer and 22 for fall and spring require Dean's consent.
- ✓ New course proposals and general education assessment statements are due to the Dean's Office by January 29.
 - Link to [New Course Proposal Form](#)
 - Link to the Holt [General Education Assessment forms](#)
- ✓ Courses requested at non-matrix times will be assigned to rooms last, along with all courses that cross the 4:00 pm hour.



Academic Year 2018-2019 Class Scheduling and Registration

January 17	Scheduling information sent to Departments
January 23	Online scheduling system open to Departments
January 29	New course proposals/gen ed requests due to Dean
February 6	Online scheduling system closes Electronic schedules due from Departments
February 7 to February 10	Proofing, Adjustments, and Dean's approval
February 13	Electronic schedule proof available, link sent to Departments
February 20	Final proofs due to Records from Departments
February 21 to March 3	Final proofing, adjustments, and Dean's changes
March 9	Schedule(s) posted to web
March 27	Student online registration opens for summer and fall

HOLT SCHEDULING FORMATS

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

➤ **Blended Learning**

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 Hamilton Holt School requires certification to teach in a blended learning format. Interested faculty members should 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 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 and after will be considered "Holt" courses and will follow the Holt calendar for term dates, holidays, and exam schedule. The seating ratio should be at least 50/50 unless the course is used in Holt curriculum. In those cases, the 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 Holt uses the alphabetic designations for the general education courses and must be approved by the Curriculum Committee. [Visit the website](#) for descriptions and forms to request a designation on 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 nights.

➤ **Exam Period**

The 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 me to schedule a time.



Class Schedule Matrix Summary

Summer 2018

Scheduling blocks for all 6-week sessions:

4:00 – 7:10 pm or 5:30 – 8:40pm or 6:00 – 9:10 pm

First 6-Weeks Session: Monday, May 21 – Monday, July 2

Memorial Day: May 28 – please do not schedule classes the weekend prior (May 26).

Independence Day: July 3 and 4

- Monday/Wednesday (12 class meetings): May 21 – July 2,
Holiday: May 28
Scheduling blocks: 4:00 – 7:10; 5:30 – 8:40; and 6:00 – 9:10 PM
- Tuesday/Thursday (12 class meetings): May 22 – June 28
Scheduling blocks: 4:00 – 7:10; 5:30 – 8:40; and 6:00 – 9:10 PM
- Saturday (5 class meetings): June 2, 9, 16, 23 & 30.
Eight hours per meeting (half-hour lunch).
Holiday weekend: May 26 – no class meetings scheduled.

Second Six-Week Session: Thursday, July 5 – Wednesday, August 15

- Monday/Wednesday (12 class meetings): July 5 – August 15
Scheduling blocks: 4:00 – 7:10, 5:30 – 8:40, 6:00 – 9:10 PM
- Tuesday/Thursday (12 class meetings): July 6 – August 14
Scheduling blocks: 4:00 – 7:10, 5:30 – 8:40, 6:00 – 9:10 PM
- Saturday (5 class meetings): July 7, 14, 21, 28 & August 4.
Eight hours per meeting (half-hour lunch).

Twelve Week Session Dates: Monday, May 21 – Wednesday, August 15

One meeting day per week (M/T/W/R)

Scheduling blocks for 12-week sessions: 4:00 – 7:10 pm or 5:30 – 8:40 pm or 6:00 – 9:10 pm

- Monday (12 class meetings): May 21 - August 13 - Holiday: May 28
- Tuesday (12 class meetings): May 22 - August 14 - Holiday: July 3
- Wednesday (12 class meetings): May 23 - August 15 - Holiday: July 4
- Thursday (12 class meetings): May 24 - August 9
- Saturday (10 class meetings): June 2, 9, 16, 23, July 7, 14, 21, 28, August 4 & 11.
Three hours, 45 minutes per meeting. No class meeting on June 30



Class Schedule Matrix Summary

Fall 2018

Fall 2018 Term Dates:

Monday, August 27 through Thursday, December 14

➤ **Holidays**

Labor Day: Monday, September 3

Thanksgiving break: Tuesday, November 20 through Sunday, November 25

Please note that the Thanksgiving break has been extended to include Tuesday nights

Important: Holt School courses will meet during CLA Fall Break

➤ **Off Matrix Courses**

Please use the matrix below to schedule courses. Courses must be approved to be taught off matrix. Off matrix classrooms will have lowest priority for classrooms.

➤ **Meeting times**

Scheduling blocks for courses meeting once per week:

A. 4:00 – 6:30 PM

B. 6:45 – 9:15 PM

Scheduling blocks for courses meeting twice per week:

A. 4:00 – 5:10 PM

B. 5:20 – 6:30 PM

C. 6:45 – 8:00 PM

Courses with labs (6 semester hours) will meet 4:00 – 6:30 PM or 6:45 – 9:15 PM, two days per week.



Fall 2018 Holt Intensive Courses

Weekend and intensive formats are possible. Weekday course meeting times are **ten minutes longer** to meet 37.5 contact hours (excluding lunch breaks) and be scheduled to begin and end within the term dates. Submit exception proposals to the Holt School. Below are the dates for 7-week sessions.

First half of term (7 weeks) -> Monday, August 27 through Monday, October 15

Scheduling Block for two nights a week.

A. 4:00 – 6:40 PM

B. 6:45 – 9:25 PM

Saturday meeting times: 9:00 am to 4:00 pm

No meetings on Saturday, September 1

Second half of term (7 weeks) -> Tuesday, October 23 through Friday, December 14

Scheduling Block for two nights a week.

A. 4:00 – 6:30 PM

B. 6:45 – 9:15 PM

Saturday meeting times: 9:00 am to 4:00 pm

No meetings on Saturday, November 24

➤ **Information Technology Courses only**

IFT courses should be set up within the start and end dates for the three-week sessions listed below.

IT Session 1 (3 weeks) -> Monday, August 27 through Monday, September 17

IT Session 2 (3 weeks) -> Tuesday, September 18 through Monday, October 8

(CLA Fall break October 15 & 16)

IT Session 3 (3 weeks) -> Monday, October 22 through Sunday, November 11

IT Session 4 (3 weeks) -> Monday, November 26 through Sunday, December 14

No Saturday class for IT4.



Class Schedule Matrix Summary

Spring 2019

Spring 2019 Term Dates for Holt

Monday, January 14 through Monday, May 6

Note: Holt classes start and end earlier than CLA classes

➤ **Holidays**

Martin Luther King Day: Monday, January 21

Spring Break: Monday, March 11 through Sunday, March 17

➤ **Off Matrix Courses**

Please use the matrix below to schedule courses. Courses must be approved to be taught off matrix. Off matrix classrooms will have lowest priority for classrooms.

➤ **Meeting times**

Scheduling blocks for courses meeting once per week:

A. 4:00 – 6:30 PM

B. 6:45 – 9:15 PM

Scheduling blocks for courses meeting twice per week:

A. 4:00 – 5:10 PM

B. 5:20 – 6:30 PM

C. 6:45 – 8:00 PM

Courses with labs (6 semester hours) will meet 4:00 – 6:30 PM or 6:45 – 9:15 PM, two days per week.



Spring 2019 Holt Intensive Courses

Weekend and intensive formats are possible. Weekday course meeting times are **ten minutes longer** to meet 37.5 contact hours (excluding lunch breaks) and be scheduled to begin and end within the term dates. Submit exception proposals to the Holt School. Below are the dates for 7-week sessions.

First half of term (7 weeks) -> Monday, January 14 through Monday, March 8
No meetings on Monday, January 15

Scheduling Block for two nights a week.

A. 4:00 – 6:40 PM

B. 6:45 – 9:25 PM

Saturday meeting times: 9:00 am to 4:00 pm

Second half of term (7 weeks) -> Monday, March 18 through Monday, May 4

Scheduling Block for two nights a week.

A. 4:00 – 6:30 PM

B. 6:45 – 9:15 PM

Saturday meeting times: 9:00 am to 4:00 pm

➤ **Information Technology Courses only**

IFT courses should be set up within the start and end dates for the three-week sessions listed below.

IT Session 1 (3 weeks) -> Monday, January 28 through Sunday February 17

IT Session 2 (3 weeks) -> Monday, February 18 through Sunday, March 10

SPRING BREAK: March 11 – 17

IT Session 3 (3 weeks) -> Monday, March 18 through Sunday, April 7

IT Session 4 (3 weeks) -> Monday, April 8 through Sunday, April, 28



HAMILTON HOLT ACADEMIC CALENDAR 2018-2019

Fall Term 2018

New Student Orientation	Saturday, August 23
First Day of Class	Monday, August 25
Independent Study Forms Due	Thursday, August 27
Schedule Changes (Add/Drop-No notation)	Thursday, August 27 through Tuesday, September 4
Withdraw with notation and a percentage refund	Wednesday, September 5 through Tuesday, Sept 18
Labor Day Holiday (No Classes)	Monday, September 3
Last Day to withdraw from a Class without Penalty	Friday, November 2
Course and Instructor Evaluation Period	Monday, November 26-December 7 <i>Tentative</i>
Thanksgiving Break (No Classes)	Tuesday through Saturday, November 20-24
Final Exams (Last week of term)	Friday, December 8 through Thursday, Dec 13
Term End	Thursday, December 13
Last day of term	Thursday, December 13
Grades Due	Tuesday, December 18 at 9am

Note: Holt School classes will meet during the CLA Fall Break

Spring 2019

Winter Intersession	January 7 – 11
New Student Orientation	
First Day of Class	Monday, January 14 * Different start from CLA
Independent Study Forms due	Thursday, January 17
Schedule Changes (Add/Drop-No notation)	Monday, January 14 through Tuesday, January 22
Withdraw with notation and a percentage refund	Wednesday, January 23 through Tuesday, February 5
Martin Luther King Holiday (No classes)	Monday, January 21
Spring Break (No classes)	March 11 -17
Last Day to Withdraw from a Class without Penalty	Monday, March 25
Course and Instructor Evaluations	Wednesday, April 17-April 29 <i>Tentative</i>
Final Exam (Last week of term)	Tuesday, April 30 through Monday, May 6
Term Ends	Monday, May 6
Grades Due for Graduating UG & GR Students	Wednesday, May 8 at 9:00 am
Grades Due for All Other Students	Monday, May 13 at 9:00 am
Commencement	Saturday, May 11

Summer 2019

New Student Orientation	Saturday, May 18
12-week Session	Monday, May 20 through Thursday, August 15
Memorial Day (No Classes)	Monday, May 27
Last day to withdraw without penalty (12-week)	Friday, July 19
1 st 6-week Session	Monday, May 20 through Monday, July 1
Last day to withdraw without penalty (1 st 6-week)	Monday, June 17
2 nd 6-week Session	Friday, July 5 through August 15
Independence Day (No Classes)	Tuesday – Thursday, July 2 - 4
Last day to withdraw without penalty (2 nd 6-week)	Monday, August 5
Last Day of Summer Term	Thursday, August 15
Grades Due	Monday, August 19 at 9:00 am

Hamilton Holt School Majors As of January 5, 2018

MAJOR	MAJOR1	MAJOR2	TOTAL	MINOR	TOTAL	CONCENTRATION	TOTAL
				African/Afri-Amer Studies	1		
Business	40		40	Business	9		
Business Management	93	2	95	Business Management	26		
Communication Studies	66	1	67	Communication Studies	31	Health Communication	7
Organizational Communication	2		2	Organizational Communication	0	Public Relations	34
						Org Comm & Leadership	23
Computer Science	29	1	30	Computer Science	3		
				Dance	4		
Economics	20	2	22	Economics	13		
Elementary Education	24		24	Secondary Ed Cert	11		
English	35		35	English	2	Creative Writing	15
				Writing	25	Professional Writing	4
Env Stud & Sustain Urbanism	15		15				
Healthcare Management	22		22	Healthcare Management	4		
				History	3		
Humanities	9		9	Humanities	4		
International Affairs	38	1	39	International Affairs	26		
				Jewish Studies	1		
Music	58		58	Music	2		
Organizational Behavior	25	1	26	Organizational Behavior	8		
Psychology	66	5	71	Psychology	6		
				Sexuality Women's & Gender St	9		
Undeclared	5		5				
Grand Total*	547	13			188		83

*registered students only

Applied to Graduate in May	Count
Business	12
Business Management	10
Communication Studies	13
Computer Science	2
Economics	7
Elementary Education	3
English	5
Env Stud & Sustain Urbanism	2
Healthcare Management	4
Humanities	2
International Affairs	5
Music	6
Organizational Behavior	7
Organizational Communication	0
Psychology	13

CLAS_CODE	Count
Freshmen (U1)	52
Sophomore (U2)	58
Junior (U3)	198
Senior (U4)	239
	547

Hamilton Holt School Major, Minor, and Concentration Counts

Registered students at the time of report.

MAJOR	01/19/14	08/27/15	01/14/16	08/26/16	01/10/17	08/15/17	01/05/18
Business	118	166	146	177	120	62	40
Business Management	--	--	--	3	38	95	95
Communication Studies	117	118	84	76	70	68	67
Organizational Communication	14	9	5	2	2	2	2
Computer Science	52	59	40	40	36	27	30
Economics	40	44	33	28	29	24	22
Elementary Education	19	21	13	19	21	23	24
English	60	69	53	43	40	37	35
Env Stud & Sustain Urbanism	28	33	23	22	17	14	15
Envir Studies & Civic Urbanism	3	4	1	1	1	--	--
Environmental Studies	1	--	--	--	--	--	--
Healthcare Management	6	23	17	27	25	25	22
Humanities	26	30	26	16	16	16	9
International Affairs	58	73	52	44	46	43	38
Music	72	81	69	71	62	66	58
Organizational Behavior	56	53	44	41	42	34	26
Psychology	104	116	92	93	82	79	71
Undeclared	41	54	16	16	9	7	5

Note: This information is a compilation of reports provided as part of request for classes and is not intended as official college data.

MINOR							
African/Afri-Amer Studies	1	1	2	2	3	2	1
Business	33	35	30	40	33	17	9
Business Administration	47	27	14	--	--	--	--
Business Management	--	--	--	--	13	23	26
Communication Studies	21	23	21	26	32	30	31
Organizational Communication	2	2	0	0	0	1	0
Computer Science	7	3	3	5	3	4	3
Dance	3	2	2	2	3	3	4
Economics	14	12	9	12	15	14	13
Secondary Ed Cert	5	5	10	4	5	13	11
Envir Studies & Civic Urbanism	1	1	--	--	--	--	--
English	2	2	2	4	3	3	2
Writing	49	46	41	40	31	23	25
Healthcare Management	--	--	--	3	5	4	4
History	--	--	--	--	1	4	3
Humanities	4	5	3	2	2	4	4
International Affairs	19	20	17	17	19	29	26
Jewish Studies	2	2	2	2	1	1	1
Music	5	4	5	2	3	3	2
Organizational Behavior	4	5	4	9	10	10	8
Psychology	6	9	8	6	6	8	6
Sexuality, Women's, & Gender Stud	7	7	4	3	3	7	9

Concentration							
Communication Studies							
Health Communication	6	9	7	2	2	8	7
Public Relations	55	40	27	26	26	33	34
Org Comm & Leadership	46	49	35	30	30	25	23
English							
Creative Writing	14	13	16	21	21	16	15
Professional Writing	5	6	5	7	7	3	4