



Course Scheduling

Updating Audit

| Course | Section | Title | M | T | W | R | F | Start time | End time | Instructor | Opt Cap | Max Cap | Location | WL % |
|--|---------|--------------------------------|---|---|---|---|---|------------|----------|----------------------|---------|---------|-------------------------|------|
| ENG 330 | 001 | TEXT AND CONTEXT: (SR) | X | X | X | | | 10:00 AM | 10:50 AM | Michael W Carter | 22 | 22 | Main Campus - Lexington | 100 |
| ENG 330 | 002 | TEXT AND CONTEXT: (SR) | X | X | X | | | 11:00 AM | 11:50 AM | Armando J Prats | 22 | 22 | Main Campus - Lexington | 100 |
| ENG 330 | 003 | TEXT AND CONTEXT: (SR) | X | X | X | | | 12:00 PM | 12:50 PM | Jonathan M Allison | 22 | 22 | Main Campus - Lexington | 100 |
| ENG 330 | 004 | TEXT AND CONTEXT: (SR) | | X | X | | | 12:30 PM | 1:45 PM | Michael E. Genovese | 22 | 22 | Main Campus - Lexington | 100 |
| ENG 330 | 005 | TEXT AND CONTEXT: (SR) | X | X | X | | | 12:00 PM | 12:50 PM | Michael A Trask | 22 | 22 | Main Campus - Lexington | 20 |
| ENG 337 | 001 | LIT AND GENRE: (SR) | | X | X | | | 11:00 AM | 12:15 PM | | 53 | 53 | Main Campus - Lexington | 20 |
| ENG 341 | 001 | CHAUCER AND HIS CONTEMPORARIES | | X | X | | | 9:30 AM | 10:45 AM | Matthew C. Giancarlo | 30 | 30 | Main Campus - Lexington | 20 |
| ENG 345 | 001 | BRITISH POETRY | | X | X | | | 2:00 PM | 3:15 PM | Michael E. Genovese | 30 | 30 | Main Campus - Lexington | 20 |
|  ENG 349 | 001 | MODERNISM | X | X | X | | | 9:00 AM | 9:50 AM | Jonathan M Allison | 30 | 30 | Main Campus - Lexington | 20 |

❖ Highlight added courses

Updating Audit

- ❖ Remove any courses not to be scheduled from audit
- ❖ Independent Study Courses will roll unless otherwise indicated
- ❖ What we receive is what we build

Subtitle Required

| Course | Sec | Title |
|--------|-----|---------------------------|
| PS 391 | 001 | SP TOP IN PS (SUBT REQ) ← |

| Course | Sec | Title |
|--------|-----|------------------------------|
| PS 492 | 001 | SEM POLITICAL SCIENCE (SR) ← |

- ❖ 40 characters maximum
- ❖ Longer subtitles can be added as a course note
- ❖ Cannot be the same as the main title

Subtitle Required

| Course | Sec | Title |
|--------|-----|---------------------------|
| PS 391 | 001 | SP TOP IN PS (SUBT REQ) ← |

| Course | Sec | Title |
|--------|-----|------------------------------|
| PS 492 | 001 | SEM POLITICAL SCIENCE (SR) ← |

- ❖ Submit to Enrollment Management before Priority Registration
- ❖ Course will not be available for web registration if subtitle is missing

Instructors

| Course | Section | Title | M | T | W | R | F | Start time | End time | Instructor | Opt Cap | Max Cap | Location | WL % |
|---------|---------|--------------------------------|---|---|---|---|---|------------|----------|----------------------|---------|---------|-------------------------|------|
| ENG 330 | 001 | TEXT AND CONTEXT: (SR) | X | X | X | | | 10:00 AM | 10:50 AM | Michael W Carter | 22 | 22 | Main Campus - Lexington | 100 |
| ENG 330 | 002 | TEXT AND CONTEXT: (SR) | X | X | X | | | 11:00 AM | 11:50 AM | Armando J Prats | 22 | 22 | Main Campus - Lexington | 100 |
| ENG 330 | 003 | TEXT AND CONTEXT: (SR) | X | X | X | | | 12:00 PM | 12:50 PM | Jonathan M Allison | 22 | 22 | Main Campus - Lexington | 100 |
| ENG 330 | 004 | TEXT AND CONTEXT: (SR) | | X | X | | | 12:30 PM | 1:45 PM | Michael E. Genovese | 22 | 22 | Main Campus - Lexington | 100 |
| ENG 330 | 005 | TEXT AND CONTEXT: (SR) | X | X | X | | | 12:00 PM | 12:50 PM | Michael A Trask | 22 | 22 | Main Campus - Lexington | 20 |
| ENG 337 | 001 | LIT AND GENRE: (SR) | | X | X | | | 11:00 AM | 12:15 PM | | 53 | 53 | Main Campus - Lexington | 20 |
| ENG 341 | 001 | CHAUCER AND HIS CONTEMPORARIES | | X | X | | | 9:30 AM | 10:45 AM | Matthew C. Giancarlo | 30 | 30 | Main Campus - Lexington | 20 |

- ❖ Include First and Last Name
- ❖ Include Middle Initial and Suffixes

Rooms

| Course | Sec | Type | Start date | End Date | M | T | W | R | F | Start time | End time | Bld | Rm | Opt Cap | Max Cap |
|---------|-----|--------------------|------------|----------|---|---|---|---|---|-------------|-------------|-----|----|---------|---------|
| CHE 105 | 001 | Lecture CHE 105 | 1/13/2016 | 5/6/2016 | X | | X | | X | 11:00:00 AM | 11:50:00 AM | | | 30 | 270 |
| CHE 105 | 001 | Recitation CHE 105 | 1/18/2016 | 5/2/2016 | X | | | | | 12:00:00 PM | 12:50:00 PM | | | 30 | 30 |
| CHE 105 | 002 | Lecture CHE 105 | 1/13/2016 | 5/6/2016 | X | | X | | X | 11:00:00 AM | 11:50:00 AM | | | 30 | 270 |
| CHE 105 | 002 | Recitation CHE 105 | 1/13/2016 | 5/4/2016 | | | X | | | 12:00:00 PM | 12:50:00 PM | | | 30 | 30 |

- ❖ Only include rooms that your department owns
- ❖ Other rooms can be requested on a separate document or via e-mail

Opt Cap

CHE 105

Gen College Chemistry I 4.0 Credits

Prereq: Math ACT of 23 or above (or Math placement test), or MA 109, or MA 110, or the Community College course CHE 102R or CHM 100.

Applies to the UK Core requirement: Inquiry - Natural Sciences

| SECTION | TYPE | TIMES | LOCATION | INSTRUCTOR | OPEN SEATS (CHECK ALL) |
|---------|------|-------|----------|------------|--|
|---------|------|-------|----------|------------|--|

| | | | | | |
|--------------------|---|----------------------------------|--------|------------------------|--------------------------------|
| Seats available: 5 | Enrollment Status: 25 Enrolled / 0 Waitlisted | Course Capacity: Opt 30 / | Max 30 | Room Capacity: Opt 275 | Waitlist: Enabled / 6% / Max 2 |
|--------------------|---|----------------------------------|--------|------------------------|--------------------------------|

CHE 105 uniform exams will be held from 8:00PM - 9:15PM on February 5, March 5, and April 2 (Thursdays). Instructions for the exams will be given at 7:50PM. Exams will begin exactly at 8:00PM. Final exam: Tuesday (May 5) of finals week, 8:30 p.m.-10:30 p.m.

| | | | | | |
|---------------------|---------|--|---|-----------------|-----------------------|
| 001 | Lecture | MWF 11:00 am - 11:50 am <i>Jan 14-May 08</i> | Chemistry-Physics Bldg Rm.139 | Allison S Soult | CHECK |
|---------------------|---------|--|---|-----------------|-----------------------|

- ❖ Viewable to students in course catalog
- ❖ How many students can register per section

Opt Cap

| Course | Sec | Type | Start date | End Date | M | T | W | R | F | Start time | End time | Bld | Rm | Opt Cap | Max Cap |
|---------|-----|--------------------|------------|----------|---|---|---|---|---|-------------|-------------|-----|----|---------|---------|
| CHE 105 | 001 | Lecture CHE 105 | 1/13/2016 | 5/6/2016 | X | | X | | X | 11:00:00 AM | 11:50:00 AM | | | 30 | 270 |
| CHE 105 | 001 | Recitation CHE 105 | 1/18/2016 | 5/2/2016 | X | | | | | 12:00:00 PM | 12:50:00 PM | | | 30 | 30 |
| CHE 105 | 002 | Lecture CHE 105 | 1/13/2016 | 5/6/2016 | X | | X | | X | 11:00:00 AM | 11:50:00 AM | | | 30 | 270 |
| CHE 105 | 002 | Recitation CHE 105 | 1/13/2016 | 5/4/2016 | | | X | | | 12:00:00 PM | 12:50:00 PM | | | 30 | 30 |

- ❖ Combined total of caps cannot exceed capacity of lecture room

Max Cap

| Course | Sec | Type | Start date | End Date | M | T | W | R | F | Start time | End time | Bld | Rm | Opt Cap | Max Cap |
|---------|-----|--------------------|------------|----------|---|---|---|---|---|-------------|-------------|-----|----|---------|---------|
| CHE 105 | 001 | Lecture CHE 105 | 1/13/2016 | 5/6/2016 | X | | X | | X | 11:00:00 AM | 11:50:00 AM | | | 30 | 270 |
| CHE 105 | 001 | Recitation CHE 105 | 1/18/2016 | 5/2/2016 | X | | | | | 12:00:00 PM | 12:50:00 PM | | | 30 | 30 |
| CHE 105 | 002 | Lecture CHE 105 | 1/13/2016 | 5/6/2016 | X | | X | | X | 11:00:00 AM | 11:50:00 AM | | | 30 | 270 |
| CHE 105 | 002 | Recitation CHE 105 | 1/13/2016 | 5/4/2016 | | | X | | | 12:00:00 PM | 12:50:00 PM | | | 30 | 30 |

- ❖ Total number of students in a lecture
- ❖ The highest number in which a cap can be raised
- ❖ Should at minimum be a total of all Opt Caps

Opt Cap/Max Cap

| Course | Sec | Type | Start date | End Date | M | T | W | R | F | Start time | End time | Bld | Rm | Opt Cap | Max Cap |
|--------|-----|----------------|------------|----------|---|---|---|---|---|-------------|-------------|-----|----|---------|---------|
| PS 391 | 001 | Lecture PS 391 | 1/13/2016 | 5/6/2016 | X | | X | | X | 9:00:00 AM | 9:50:00 AM | | | 50 | 50 |
| PS 391 | 002 | Lecture PS 391 | 1/13/2016 | 5/6/2016 | X | | X | | X | 12:00:00 PM | 12:50:00 PM | | | 50 | 50 |
| PS 391 | 003 | Lecture PS 391 | 1/14/2016 | 5/5/2016 | | X | | X | | 11:00:00 AM | 12:15:00 PM | | | 55 | 55 |
| PS 391 | 004 | Lecture PS 391 | 1/14/2016 | 5/5/2016 | | X | | X | | 2:00:00 PM | 3:00:00 PM | | | 0 | 60 |

- ❖ Rooms will be set at Opt Cap
- ❖ Just lectures, Opt & Max Cap will be the same
- ❖ **Zero cap, room will not be scheduled**

Crosslisted Courses

HIS 230 THE HELLENISTIC WORLD AND ROME TO THE DEATH OF CONSTANTINE. (3)

Covers the conquests of Alexander the Great, and the main features of the Hellenistic world, the Roman Republic, and the Roman Empire to the death of Constantine. (Same as CLA 230.)

- ❖ Listed in the Bulletin with the description (Same as XYZ 123)

Crosslisted Courses

| Course | Sec | Type | Start date | End Date | M | T | W | R | F | Start time | End time | Bld | Rm | Opt Cap | Max Cap |
|---------|-----|-------------------------|------------|----------|---|---|---|---|---|-------------|-------------|-----|----|---------|---------|
| HIS 230 | 001 | Lecture CLA 230/HIS 230 | 1/13/2016 | 5/6/2016 | X | | X | | X | 10:00:00 AM | 10:50:00 AM | | | 35 | 50 |

- ❖ Provide Opt Cap for both crosslisted sections and Max Cap for combined total

Location

| Course | Section | Title | Type | Location |
|----------|---------|---|--|------------------------------|
| AIS 101 | 720 | ELEM MOD STANDARD ARABIC | Lecture AIS 101 Off-Campus Course | Jordan |
| AIS 102 | 020 | ELEM MOD STANDARD ARABIC | Lecture AIS 102 | Main Campus - Lexington |
| AIS 102 | 720 | ELEM MOD STANDARD ARABIC | Lecture AIS 102 Off-Campus Course | Jordan |
| AIS 201 | 720 | INTER MOD STANDRD ARABIC | Lecture AIS 201 Off-Campus Course | Jordan |
| AIS 202 | 720 | INTER MOD STANDRD ARABIC | Lecture AIS 202 Off-Campus Course | Jordan |
| AIS 311 | 720 | ARABIC FOR BUSINESS AND MEDIA I | Lecture AIS 311 | Jordan |
| AIS 312 | 720 | ARABIC FOR BUSINESS AND MEDIA II | Lecture AIS 312 | Jordan |
| CHI 395 | 020 | INDEPEND WORK IN CHINESE | Independent Study CHI 395 | China |
| CHI 495G | 020 | ADV INDEPENDENT WORK IN CHINESE | Independent Study CHI 495G | Main Campus - Lexington |
| CLA 135 | 220 | GREEK/ROMAN MYTHOLOGY | Lecture CLA 135 DL - Internet, web-based | Distance Learning Multi Site |
| CLA 191 | 220 | CHRISTIANITY, CULTURE, & SOCIETY | Lecture CLA 191 DL - Internet, web-based | Distance Learning Multi Site |
| FR 102 | 020 | ELEMENTARY FRENCH | Lecture FR 102 | Main Campus - Lexington |
| FR 202 | 020 | INTERMEDIATE FRENCH | Lecture FR 202 | Main Campus - Lexington |
| FR 395 | 020 | INDEPENDENT WORK IN FRENCH STDS | Independent Study FR 395 | Main Campus - Lexington |
| GER 102 | 020 | BASIC GERMAN | Lecture GER 102 | Main Campus - Lexington |
| GER 201 | 720 | INTERMEDIATE GERMAN | Lecture GER 201 Off-Campus Course | Germany |
| GER 202 | 020 | INTERMEDIATE GERMAN | Lecture GER 202 | Main Campus - Lexington |
| GER 202 | 720 | INTERMEDIATE GERMAN | Lecture GER 202 Off-Campus Course | Germany |
| GER 395 | 020 | INDEP WORK IN GERMAN | Independent Study GER 395 | Main Campus - Lexington |
| GER 395 | 720 | INDEP WORK IN GERMAN | Independent Study GER 395 Off-Campus Cou | Germany |
| GER 781 | 020 | INDEPENDENT STUDIES IN GERMAN | Independent Study GER 781 | Main Campus - Lexington |
| MCL 510 | 020 | TEACHING METHODS: YOUNG & BEG. STUDENTS | Lecture MCL 510 | Main Campus - Lexington |
| MCL 510 | 020 | TEACHING METHODS: YOUNG & BEG. STUDENTS | Lecture MCL 510 | Main Campus - Lexington |
| TSL 597 | 720 | ESL TEACHING PRACTICUM | Lecture TSL 597 | China |
| TSL 697 | 720 | ESL INTERNSHIP | Lecture TSL 697 | China |

On-campus/in-person

Study abroad

Study abroad

Online/distance learning



Section Numbers

Section numbers are based on semester or session:

| | <u>Fall/Spring</u> | <u>Summer 1</u> | <u>Summer 2</u> | <u>Winter</u> |
|-------------------------------------|--------------------|-----------------|-----------------|---------------|
| On Campus (before 5:30 p.m.) | 001, 002 + | 010, 011 + | 020, 021 + | 301, 302 + |
| On Campus (after 5:30 p.m.) | 401, 402 + | 410, 411 + | 420, 421 + | 430, 431 + |
| Online | 201, 202 + | 210, 211 + | 220, 221 + | 230, 231 + |
| Study Abroad | 701, 702 + | 710, 711 + | 720, 721 + | 730, 731 + |



Standard Meeting Patterns

Fall & Spring

M/W/F
Lecture / Recitation
(50 mins)

8:00 – 8:50

9:00 – 9:50

10:00 – 10:50

11:00 – 11:50

12:00 – 12:50

1:00 – 1:50

2:00 – 2:50

3:00 – 3:50

T/R
Lecture
(75 mins)

8:00 – 9:15

9:30 – 10:45

11:00 – 12:15

12:30 – 1:45

2:00 – 3:15

3:30 – 4:45

T/R
Lecture / Recitation
(50 mins)

8:00 – 8:50

9:30 – 10:20

11:00 – 11:50

12:30 – 1:20

2:00 – 2:50

3:30 – 4:20



Increase Your Chances of Getting a Classroom

- ❖ **Spread out classes throughout the day and avoid using only Tuesday/Thursday.**
- ❖ **Avoid non-standard meeting patterns. Non-standard times can be scheduled MWF 4:00 p.m. or later; TR 3:30 p.m. or later.**

Meeting Patterns Summer

| Session | Days/Week | 3 Credit Hours | 4 Credit Hours |
|----------------|------------------|-----------------------|-----------------------|
| Four-week | 4 | 2 hrs 30 mins/day | 3 hrs 20 mins/day |
| Four-week | 5 | 2 hrs/day | 2 hrs 40 mins/day |
| Six-week | 4 | 1 hr 40 mins/day | 2 hrs 15 mins/day |
| Six-week | 5 | 1 hr 20 mins/day | 1 hr 50 mins/day |
| Eight-week | 4 | 1 hr 15 mins/day | 1 hr 40 mins/day |
| Eight-week | 5 | 1 hr/day | 1 hr 20 mins/day |



Send

Classroom requests

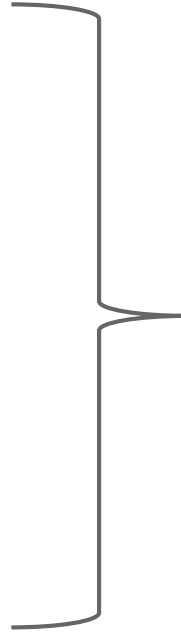
Controlled enrollment

Course notes

Instructors

Subtitles

Capacity changes



to

**Enrollment
Management**

AsAcadPlanning@uky.edu



Schedule Goes Live

- ❖ **Fall 1st week March**
- ❖ **Spring 1st week October**
- ❖ **Summer 1st week December**



Making Changes

- ❖ **Submit course changes to:** <http://resources.as.uky.edu/request-schedule-change-pink-sheet>
- ❖ Include the Location of the Course
- ❖ Include Credit Hours (check Bulletin to verify)
- ❖ Include Recitation information in the comments section

Making Changes

❖ **Does not require a pink sheet:**

- Instructors
- Capacities
- Subtitles

Send directly to Enrollment Management

AsAcadPlanning@uky.edu



Access Requests

❖ Faculty Services Tab: Grading, Class Rolls

- Aaron Vaught, aaron.vaught@uky.edu
- New Faculty or TA must sign the SOR
http://myhelp.uky.edu/rwd/HTML/LSO/QRC_SOR_Complete.pdf
- Include: Name, ID Number, LinkBlue ID
- Large number, send via Excel file



Other Requests

❖ Tableau Server access

- <http://resources.as.uky.edu/academic-enrollment-planning>

❖ Data requests

- <http://resources.as.uky.edu/academic-enrollment-planning>

❖ Blackboard

- Alaa El Mediouri (A&S Hive), aemedi2@uky.edu

Other Requests

❖ A&S Experimental Courses

- Must have approval from Anna Bosch every semester
- <http://www.as.uky.edu/experimental-course-proposal>

❖ UKC Experimental Courses

- Must have approval from Office of Undergraduate Education
- <http://www.uky.edu/ukcore/UKC>

