UNIVERSITY OF SOUTH DAKOTA

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Academic and Classroom Scheduling

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I. REASON FOR THIS POLICY

This policy has been implemented to ensure that the University of South Dakota makes the most efficient use of its classroom resources at both the Vermillion Main Campus and USD-SF locations.

II. STATEMENT OF POLICY

The university uses centralized and standardized academic and classroom scheduling for the summer, fall, and spring semesters. This policy applies to conventional classes on both the Vermillion and USD-SF campus and is designed to ensure that the university is making the most efficient use of its classroom space while simultaneously providing access to classrooms that best meet the needs of our students and faculty.

A. Overview

1. Academic classes are scheduled by the Registrar's Office.
2. Semester schedules and room assignments will be completed no later than the start of the academic advising period for that semester.

3. Classroom space for non-academic events on the Vermillion campus is scheduled by the Registrar's Office as follows:
   a) 25Live is the official scheduling application.
   b) Academic scheduling has to be completed for the term prior to the scheduling of non-academic events.
   c) Irregular events (ex: a mathematics contest) will be scheduled on the basis of classroom availability.
   d) Faculty and staff can search for and request an available classroom online via the 25live dashboard by clicking the embedded hyperlink here.
   e) Confirmation of the classroom assignment will be emailed from the Registrar's Office.
      i) Non-academic event reservations to be hosted in the following buildings will be sent by the appointed scheduling authority:
         - W M Lee Ctr for Fine Arts, Al Neuharth Media Center, School of Law, Lee Medicine & Science Hall, Center for Health Education, and Sanford Coyote Sports Center
   f) If you need an immediate classroom assignment, contact the Registrar's Office at 605-658-3880 or classrooms@usd.edu.
4. Classroom space for non-academic events on the USD-SF campus is scheduled as described in USD Policy 3.012: Sioux Falls Facilities and Grounds Use and Reservations.

B. Scheduling Authority
1. Schools, colleges, and departments have first priority to schedule academic classes in their traditional buildings, but sections that do not make efficient use of a classroom's occupancy may be moved elsewhere on campus.
2. Priority placement and classroom preferences need to be submitted by the section management deadline for the term. Term deadlines will be sent from classrooms@usd.edu. Contact the Registrar's Office for information and training.
3. Room assignments cannot be changed after the section management deadline without approval from the Registrar's Office.

C. Scheduling of Classes for Fall and Spring Semesters
1. Classes that meet during weekdays on the Vermillion or USD-SF campus are generally scheduled based on standard time slots. Exceptions will be given for circumstances that are justified by pedagogical best practices, accreditation requirements, or facilities needs.

a) Exceptions on the Vermillion campus for course spaces that have been historically controlled by a school or college will be approved by the dean, with the registrar notified. Other exceptions must be approved by the dean and the registrar. Exceptions may be granted as either ongoing or one-time.
b) Exceptions on the USD-SF campus must be approved by the USD-SF Vice President (or their designee) and the registrar. Exceptions may be granted as either ongoing or one-time.
c) Three-credit courses that meet more than once each week must meet on a MWF or TR pattern. Standard slots are available 8 AM to 5 PM. MWF courses are 50 minutes each session. TR courses are 75 minutes each session.
    1) Ex: 9:00 – 9:50AM MWF
    2) Ex: 9:30 – 10:45AM TR
d) Four- and five-credit courses may be scheduled to meet on MWF and TR meeting patterns that begin at 8 AM, 10 AM, 11 AM, 1 PM or 2 PM within the standard MWF or TR framework to maximize efficient use of classrooms. USD will also reserve some classrooms for 4- and 5-day usage, and the Registrar's Office will preferentially schedule such courses into those rooms.
    1) Ex: 8:00 – 8:50AM MTRF
    2) Ex: 8:00 – 8:50AM MTWRF
e) Three-hour courses that meet once weekly for pedagogical reasons should be scheduled to avoid monopolizing classrooms at peak class times.
f) One- and two-credit courses should be scheduled at complementary times within the standard MWF or TR framework to maximize efficient use of classrooms.
g) Departments can alleviate schedule problems by offering courses before 10 AM, after 3 PM, and on a MWF rather than TR schedule.

2. Each section can only house one schedule type and instructional method as these are single-valued fields during creation. For selection at the section level, the code must be present at the course level.
3. All sections must have enrollment caps for the room scheduling software to function. Caps should reflect realistic enrollment expectations, generally in agreement with past enrollments.
    a) Cross listed sections need to have a total enrollment cap equal to the combined individual sections.
    b) Adjustments to enrollment caps made after the Registrar's Office has made its initial room assignments must be reported to classrooms@usd.edu. Classroom availability will be evaluated if a larger space is required.
    c) Section capacity and total enrollment of a cross-list group can never exceed room occupancy. Room occupancy includes the fire

code, available number of seats, or both, and can be checked on the registrar's portal site.

4. Cross-listings are reserved for sections that will share the same title, schedule type, instructional method, session code, credit hours, meeting pattern, location, and instructor.
    a) Collaborative courses that utilize x20/x25 schedule types would be an exception because of the course delivery being sent and received across participating institutions.
    b) Further exceptions to the policies, procedures, and guidelines related to cross listing must be approved by the Provost's Office because they create import issues with the scheduling software.
    c) Cross-listed sections must have one section designated as the primary and that department will be responsible for the cross-list group.

D. Special Requests – Vermillion Campus
1. The importance of early communication with the Registrar's Office to resolve issues well in advance of academic deadlines cannot be overemphasized. The Registrar's Office will work with departments to resolve questions and to achieve common sense solutions to issues.
2. Special requests for academic classes, including classrooms equipped with specific types of technology, can be requested as a preference on the department section management sheets and submitted to classrooms@usd.edu by the deadline for evaluation. Non-academic requests can be made by email (classrooms@usd.edu) or online.
3. The Registrar's Office will prioritize requests based on pedagogical, technological and student accessibility needs as well as the timeliness of the request.
4. On occasion, departments offer standard courses that by all appearances should be placed in a campus classroom but will, in fact, be taught in such a way that will not require one; for example, courses within the x9x series (internships, etc.). The Registrar's Office must be notified about these classes so they will not be included in the automated classroom scheduling process.

E. Special Requests – USD-SF Campus
1. Special requests for classroom spaces at USD-SF should be routed through the USD-SF site scheduler as described in USD Policy 3.012: Sioux Falls Facilities and Grounds Use and Reservations.

F. Classroom Upgrades and Renovations
1. Periodic maintenance and upgrading of classroom spaces are required to provide faculty and students with the best teaching and learning environments possible.

2. Offices such as Information Technology Services and Facilities Management involved in maintenance and upgrades must follow the process for reserving a room when they need access to a classroom. Reservations can be made online. This will ensure that the registrar's office knows which classrooms are available for course assignment. Contact classrooms@usd.edu for assistance if needed.

III. DEFINITIONS

Term roll: RIS process to move forward sections from the preceding year. Ex: 202510 to 202610

Section management: phases of academic scheduling. The initial phase is term roll and the verification of offerings by departments in preparation for the Registrar's Office bulk process and assignment of classrooms.

Delivery method: how the section will be delivered. Ex: Face-to-Face

Instructional method: how the section will be taught. Ex: Lecture

Session code: where the section will be delivered. Ex: USD Vermillion Main Campus

Special Approval: section requires either department or instructor permission to enroll

Part of term (POT): start/end date range for a term. Ex: Full term (UF), 1st or 2nd 8wk (U1 or U2 respectively)

IV. PROCEDURES

Fall/Spring/Summer Timeline Overview for Departments

NOTE: Classroom information and procedural documents associated with the academic and classroom scheduling processes can be found on the USD portal.

NOTE: Term roll is a board level procedure that follows their processing calendar and is run for all institutions; therefore, the timeline that USD can release section management sheets may fluctuate.

Summer and Fall

Mid to Late February

- Registrar's Office prepare POT's for term roll

Mid to Late March

- RIS runs term roll to move forward active status sections

Late March to Mid-April

- Registrar's Office releases Summer and Fall section management sheets to departments.
    - Departments shall request section additions or modifications following guidelines set forth by the Registrar's Office instructional guide located within the section management sheet.
    - Departments with priority placement privileges shall list their classrooms in the appropriate column on the section management sheet; this includes local spaces that will be used for academics and lab assignments.
    - Departments have the option to develop preferences for classroom assignments. This includes technology needs, space requirements and proximity to other teaching assignments.
    - Once chairs have validated their sheet the Registrar's Office requests that a notification be sent to classrooms@usd.edu

July 1 (or following Monday if on a weekend)

- Deadline for Summer and Fall submission.
- Once the deadline has passed, edit access will be removed for all users, so the Registrar's Office can begin bulk processing.
- The Registrar's Office will check for scheduling conflicts such as not enough lecture halls for large classes or multiple requests for specific classrooms that share or overlap meeting patterns. In these situations, the Registrar's Office may reach out to impacted departments.
- All timeslots that are left unfilled by departments in their traditional priority classrooms once the deadline has passed are left to the Registrar's Office to be filled as needed.
    - Priority rooms containing specialized equipment will not be scheduled for general use. Ex: science labs

Fall advising

- Initial academic scheduling is complete and the schedule goes live for advising.

Spring

Mid to Late September

- Registrar's Office prepare POT's for term roll

Mid to Late October

- RIS runs term roll to move forward active status sections

Late October to Early November

- Registrar's Office releases Spring section management sheets to departments.
    - Departments shall request section additions or modifications following guidelines set forth by the Registrar's Office instructional guide located within the section management sheet.
    - Departments with priority placement privileges shall list their classrooms in the appropriate column on the section management sheet; this includes local spaces that will be used for academics and lab assignments.
    - Departments have the option to develop preferences for classroom assignments. This includes technology needs, space requirements and proximity to other teaching assignments.
    - Once chairs have validated their sheet the Registrar's Office requests that a notification be sent to classrooms@usd.edu

Mid to Late December

- Deadline for Spring submission
- Once the deadline has passed, edit access will be removed for all users, so the Registrar's Office can begin bulk processing.
- The Registrar's Office will check for scheduling conflicts such as not enough lecture halls for large classes or multiple requests for specific classrooms that share or overlap meeting patterns. In these situations, the Registrar's Office may reach out to impacted departments.
- All timeslots that are left unfilled by departments in their traditional priority classrooms once the deadline has passed are left to the Registrar's Office to be filled as needed.
    - Priority rooms containing specialized equipment will not be scheduled for general use. Ex: science labs

Spring advising

- Initial academic scheduling is complete, and the schedule goes live for advising.

V. RELATED DOCUMENTS, FORMS AND TOOLS

Classroom information and procedural documents associated with the section building and room scheduling processes can be found on the USD Portal.

Board of Regents Policy 2.4.2 Course Level, Numbering, and Enrollment in Courses Policy

Board of Regents Policy 2.4.3 Definition and Assignment of Credit Hours

Board of Regents Policy 2.4.4 Course Enrollment Management Policy

Academic Affairs Guideline 2.4.3.B Delivery Method Code Procedures and Guideline

USD Policy 3.012: Sioux Falls Facilities and Grounds Use and Reservations