

## **Instructions for Course Scheduling Worksheet**

Please indicate which quarter this course is for and whether it is a New Course to be added or a change to an existing course.

- **Course Prefix:** Asian, Bengali, Chinese, etc.
- **Course #:** One of our approved courses as seen in the course catalog.
- **Lecture/Quiz:** Please indicate whether this class is a lecture or a dependent quiz sections. Please create separate class sheet for each quiz section.
- **Instructor:** Name of the instructor assigned to the course.
- **Class Limit:** The maximum number of students allowed in the class
- **Meeting Days:** Days of the week the course is offered.
- **Meeting Times:** Please indicate a start and end time for classes.
- **Add Code:** Please indicate whether or not an add code is needed. If special instructions are required such as limitations based on class standing or major please indicate them in the **Notes** field.
- **Video Data Projector:** Will this class require a Video Data Projector?
- **Classroom Equipment Needed:** What equipment does the class need to function? The curriculum secretary will request all the equipment listed here. Keep in mind that if too much equipment is requested, the class runs the risk of not finding an appropriate room. Please see the list below for available classroom features and equipment.
- **Classroom Equipment Wanted:** What equipment does the class prefer to have? The curriculum secretary will try to accommodate these requests, but may refrain from requesting equipment combinations that will cause the class to be denied a room. Please see the list below for available classroom features and equipment.
- **Notes:** Special requests, exceptions, etc.

## **Prime Time Guidelines**

To prevent scheduling conflicts leading to delayed or suboptimal classroom placement the following guidelines should be taken into account:

- Prime time is 0930-0120 Monday through Thursday.
- Any class that has any meeting time that falls in prime time is considered a prime time section.
- No more than 80% of a department's undergraduate offerings can be in prime time.
- Classes cannot meet for more than **one hour** at a time on **Mondays and Wednesdays** in prime time.
- Scheduling classes Daily, MWF or T/Th is a best practice, but is not an actual rule.

## **Classroom Features and Equipment**

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### **Classroom Layout**

- Auditorium
- Lecture Classroom - Straight Rows
- Lecture Classroom - Semicircle
- Case Study or U Shaped Classroom
- Seminar

### **Permanent Room Features**

- Blackout Curtains
- Carpeting
- Chalkboard
- Ethernet Connection
- Floor - Flat
- Floor - Sloping
- Floor - Stepped
- Projection Booth
- Screen - Projection
- Sub-lighting - Note Lights
- Whiteboards
- Windows

### **Classroom Equipment**

- Audiovisual Cart
- Cassette Tape Recorder
- Cassette Tape Recorder - Dual
- CD Player
- Digital Document Camera
- DVD Player
- Furniture
  - Furniture - Fixed Any Style
  - Furniture - Movable Any Style
  - Table - Seminar
  - Tables

- Tables and Chairs - Movable
- Tables Fixed and Fixed Chairs
- Tables Fixed and Movable Chairs
- Tablet-arm Chairs - Fixed
- Tablet-arm Chairs - Movable
- Lectern or Podium
  - Lectern - Permanent, Center of room
  - Lectern - Permanent, Side of room
  - Lectern - Table-top
- Microphone
  - Gooseneck Podium Microphone
  - Neck Microphone
  - Wireless Neck Microphone
- Monitor
- Overhead Projector
- Overhead Projector, (2) or More
- TV
- VCR
- Video Data Projector
- Video/audio automated classroom recording (coursecasting/podcasting)
- Videoconferencing