Scheduling Best Practices

- Scheduling correspondence should be in writing to scheduling@unlv.edu copying the appropriate individuals.
- Adhere as closely as possible to master timeline and deadlines e.g. schedule should be built during open-build period with few exceptions.
- Adhere to the Standard Class Time Guidelines. Classes scheduled outside of these guidelines will be monitored and may require the attention of the Dean’s Offices and Provost’s Office.
- Large classroom space (80+) is extremely limited. Please be mindful of this when scheduling large classes between 10am-2pm. We encourage courses to be scheduled outside of this peak timeframe. We also encourage the use of Fridays.
- Courses scheduled one day a week must have another class of the same/similar capacity scheduled on the matching day of the week i.e. a class meeting one-time on a Monday should sit opposite of a class meeting one-time on a Wednesday, etc.
- Specific scheduling change requests should be provided in spreadsheet format with all pertinent details.
- Requests should be clearly differentiated from one another.
- Special Accommodation requests must be for legitimate situations.
- Class enrollment capacity should match enrollment history
- Once registration begins any changes to the schedule should be minimal. Changes to day/time of a course require the cancellation of course in its original state and the complete rebuild of the course at a new date in time. Students will be removed from the original course and forced to re-enroll. It is the department’s responsibility to notify the instructor and student of changes/cancellations.
- Room swapping is ok if coordinated by the depts. An email must be sent with all the information (sections affected) with both depts/colleges copied.
- Changes to class capacity after optimization has taken place may result in classes being uprooted from their scheduled room.
  - Cancelling sections with low enrollments: For sections with minimum enrollments as listed below, email designated departmental and college contacts as well as Dr. Deborah Arteaga to ensure they are aware of the enrollment and the proposed cancellation.
    - Undergrad 100/200 level – 15 enrollment
    - Undergrad 300/400 level -12 enrollment
    - Graduate level – 8 enrollment

Note: All departments have room preferences set-up in the system and every attempt to match a class with a preferred room is made.