Campus Scheduling Resources

Website: https://www.unlv.edu/registrar/scheduling

The Scheduling website includes work aids, definitions and other scheduling resources. You can also find training resources on About MyUNLV

Email: scheduling@unlv.edu

All scheduling questions should be sent to this email. A member of the scheduling team will answer your questions as soon as possible,

Scheduling / Operations Team:

There are several members of the scheduling / operations team; feel free to call any of them if you have questions:

Arturo Torres, Assistant Registrar – 702-895-4043 arturo.torres@unlv.edu

Maria Calderon 702-774-8006 maria.calderon@unlv.edu

Melissa Gutierrez 702-895-5684 melissa.hernandez@unlv.edu

Deana Moscato 702-895-4238 deana.moscato@unlv.edu

Chelsea Peoples, Customer Relations and Training Coordinator 702-895-1672 chelsea.peoples@unlv.edu

Other Registrar Functions and Contacts

Registration – registrar@unlv.edu
- Registration errors - Holds preventing course registration – Waitlist process – Time conflicts and credit overloads – Changing course from credit to audit

Academic Record – registrar@unlv.edu
- Transcript request – Verification of enrollment – Understanding grades, GPA, repeats, and credit by exam – Additional diploma requests

General Assistance – registrar@unlv.edu
- Nevada residency for tuition purposes – Immunization requirements – Important dates and deadlines – Graduation assistance – MyUNLV training

Other Helpful Contacts

Canvas Help: ithelp@unlv.edu 702-895-0777 (7am-11pm 365 days a year)

Facilities – Key Access: facilities_help_desk@unlv.edu 702-895-4357 (HELP)

Interim Registrar: Jennifer Bonilla Ph.D. Jennifer.bonilla@unlv.edu 702-895-0892

Curriculum: curriculum@unlv.edu

Graduation: graduation@unlv.edu 702-895-3123 or 702-895-3685

Nevada Residency: nevadaresidency@unlv.edu 702-895-0551

Transcripts: transcripts@unlv.edu

Events: events@unlv.edu

Summer Term: summerterm@unlv.edu 702-895-3711
Terms and Definitions

**Meeting Pattern:** The combination of start and end time with specific days of the week; should line up with Standard Class Times worksheet.

**Non-Canonical:** Meeting patterns that do not match up with those indicated on the Standard Class Times worksheet. (See center of booklet)

**General Purpose Space:** TEC Classrooms that can be used by all UNLV departments, the assignment of which is regulated through the Registrar Scheduling unit.

**Computer Laboratories:** The labs provide access to the technology required by faculty and students in pursuit of teaching, learning and research. A Computer Lab Account is required for access.

**Classroom Studios:** Specialized, open-spaced rooms without desks and chairs, primarily within the Fine Arts areas. Some may include mirrors, Ballet bars, etc.

**Department Owned Space:** TEC/Computer Labs/Class Studios that are exclusively assigned to/used by a specific department.

**Priority Space:** Specific classrooms that can be assigned to courses within specified departments throughout the open-build period. Once the open-build period closes, priority no longer applies, and it reverts to General Purpose Space. See definition above.

**Cross-listed Course:** Courses similar in content, but have different Subject headings, that are offered together—same days, time, room, and instructor.

**Binding/Bound Courses** Links courses together to allow the same room assignment for courses that either meet at the same time (granted the space can support the capacity of both classes combined), or meet immediately after each other. For courses meeting immediately after each other, requests for Binding need to be justified and approved, or related to a Special Accommodation (see definition).

**Special Event:** A meeting that is non-academic in nature (conference, guest lecture, group presentation, etc.), or is in addition to an existing academic class outside of its original meeting pattern.

**Special Accommodation:** A request to have specific class sections assigned to a particular room or building due to a medical condition that affects the instructor assigned to the course. Faculty & Staff seeking a reasonable accommodation under the ADA must follow the Faculty and Staff Accommodation Procedures

Guidelines

1) **Peak Hours:** Peak hours in General Purpose Space is defined as 10 a.m.- 4:00 p.m. on Monday/Wednesday and Tuesday/Thursday meeting patterns.

2) **Standard Meeting Patterns:** Classes meeting during peak hours must be scheduled according to the Standard Meeting Pattern for the term they are scheduled in.
   a) See Standard Meeting Patterns in the center of this booklet
   b) If a course does not follow standard meeting patterns, that course needs to be scheduled in departmentally owned space or during non-peak times (before 10:00 a.m. or after 4:00 p.m. Monday through Thursday, or on Friday or Saturday). Nonstandard courses cannot be scheduled in general purpose space between 10:00 a.m.-4:00 p.m. Monday through Thursday.
   c) It is imperative that all courses follow the approved meeting patterns. By following a standard course time we reduce wasted “dead” time between courses. This increases the number of courses we can fit into each room each day, and it makes it easier for students to build a class schedule each semester.
   d) All cross-listed and combined courses must have the same meeting times, days, instructors and space.

3) **Distribution Goals:** All departments must plan and distribute classes across all days of the week (Mon – Fri) and all hours of the day as much as possible to maximize use of campus classrooms and minimize class conflicts for students.
   - No more than 27% of courses should be offered between 10 AM and 1 PM Monday through Thursday.
   - No more than 27% of courses should be offered between 1 and 4 PM Monday through Thursday.
   - At least 27% of classes should be offered before 10 AM and after 4 PM Monday through Thursday.
   - At least 19% of courses should be offered on Fridays and Saturdays.
   - Departments should balance their class offerings equally between Monday/Wednesday and Tuesday/Thursday meeting patterns.

   By spreading out course offerings, we not only make better use of the classroom space on campus, but it makes it easier for students to have a full course load.
Instructors to Classes
Step by Step

Once you have MyUNLV Staff Access

1. Submit a MyUNLV Access Request Form
2. Complete Understanding FERPA training and test
3. Complete Scheduling Basics and test
4. Sign up for Scheduling Advance Training

MyUNLV access and temporary password will be sent to you via your UNLV email address within 48 hours.

✓ Ensure instructor is on the department drop down menu (if not, contact Scheduling via scheduling@unlv.edu: include NSHE #, Term needed and LV #)

✓ Navigation to add instructor to class Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings

✓ Input class information - will open to the Meetings tab

✓ Under "Instructors for Meeting Pattern" type the instructors NSHE number - assign instructor role - select if you would like the name to be listed in catalog and give correct access

✓ you can add rows by clicking the (+) button and take rows away by clicking (-) button

✓ Save your work

PLEASE ENSURE THAT AT LEAST ONE INSTRUCTOR/AA or TA has "Approve" access for the class or the grades will not get posted.

Queries Available to you

- UNLVST_SCHEDULE_BY_DEPARTMENT
  - Will give you everything regarding class
- UNLVSR_SC_CLASS_ROSTER_CRSE
  - Will provide a complete roster for the class
  - Tells you if they are enrolled, waitlisted, or dropped and the action date
- UNLVET_SC_CLEAN_MISSING_TOPICS
  - Looks for special topic courses without a special topic
- UNLVET_SC_CLEAN_INSTR_NULL_ALL
  - Looks for classes without an instructor
- UNLVET_INSTRUCTOR_NO_ACCESS_DEPT
  - Looks for classes with an instructor that wasn’t given grade roster access
- UNLVET_SC_CLEAN_CANCELLED_CLASS
  - Looks for cancelled classes
- UNLVET_SC_CLEAN_IP_MEETING
  - Looks for in person courses that do not have a meeting pattern
- UNLVET_SC_CLEAN_WB_NO_DE
  - Looks for classes with the WebCampus note that are not online classes

Need to know if there is a query that meets your needs, or if you need one built – complete the Enrollment and Student Services Help Request Form at https://apps.ess.unlv.edu/helprequest/
Department Owned– vs – General Purpose Space

- Departmentally owned space on campus is space that a department has control over to schedule their classes into.
  - I.E. Music, Theatre, Art, Sciences, etc.
  - The Scheduling Office will not place courses in these rooms.
- Priority Space on campus is space a department has priority to schedule. If it is not claimed during open schedule build period, room is released for general use.
  - I.E. Honors, EMBA
  - Please identify if your department has either type of space as it is your responsibility to ensure that the appropriate sections are scheduled into the space.
  - Must schedule this space during the OPEN BUILD PERIOD.
- General Purpose Rooms Academic Scheduling only schedules in General Purpose rooms
  - All General Purpose Rooms are Smart TEC Rooms with computers and projectors for the faculty.
  - Three Types of General Purpose Rooms (also includes priority space that was not assigned during open build period)
    - TEC classrooms - Range from 16-64 seats and have a variety of moveable or fixed seating.
      - Extremely limited availability of rooms 64 - 92
    - Auditoriums - Range from 92-282 seats and are only available in a fixed, tiered-seating format.
    - Labs - Range from 20-60 seats. Have computers for the students.

Please refer to the GP classroom list located at https://docs.google.com/spreadsheets/d/1ZfHsEhVYqxBsTb850NHm9Zn0OslqtAzHLxelCmgbqs/edit#gid=0
Building a Class Tips

Instruction mode:
- EN – In person Supplemental Web
- VM – In person Variable Meeting
- IS – Independent Study
- FS – Field Study
- WB – Web Based
- WM – Web with on/off campus meeting
- HY – Hybrid Online and in person

All of the Clean up queries scheduling runs are based on Instruction Mode. If it is wrong, everything about the class will be wrong. You HAVE to set the correct Instruction Mode!

Keep all class sections in sequential order

Check List for adding a standard class

- ✓ Basic Data Tab
  - ✓ Instruction Mode – EN
- ✓ Meeting Pattern Tab
  - ✓ If department or priority space – add it or it will be assigned GP space
  - ✓ Add meeting pattern
  - ✓ Add instructor – approval status
  - ✓ ** if computer lab is needed – Room Characteristic = 05
- ✓ Enrollment Control Tab
  - ✓ Add cap

Adding a web based class

- ✓ Location = Web
- ✓ Instruction Mode = WB
- ✓ Attributes added = DE & DSED
- ✓ Facility ID – 2122 (Web BASED)
- ✓ Notes = #16

Adding a Hybrid class

- ✓ Location = MainUNLV
- ✓ Instruction Mode= HY
- ✓ Attributes added = DE & DSED
- ✓ 2 Meeting patterns – 1st with on campus meeting pattern
- ✓ 2nd – Facility ID – 2124 (Web HYBRID)
- ✓ Notes = #15

Helpful Hints

ALL CORRESPONDENCES GO THROUGH: SCHEDULING@UNLV.EDU

Term Codes – “2192 “ = Spring & “2198” = Fall

- First Character = century (2 =2000’s, 1 = 1900’s)
- Middle two Characters = Year (19, 20)
- Final Character = term (2 = Spring, 5 = Summer, 8 = Fall)

When Combining Classes

- Create the sections that need to be combined during the schedule open build period
- Make sure that the meeting patterns and instructor assignments are EXACTLY the same for both sections
- Email Scheduling (scheduling@unlv.edu) and ask for the sections to be combined prior to access closing
  - ✓ INCLUDE Class numbers in email
- THIS WILL BE DONE EVERY SEMESTER

Special Accommodations for General Purpose Rooms

- Follow the ADA compliance form at https://www.unlv.edu/sites/default/files/page_files/27/Compliance-ADA-AccommodationForm.pdf
- Email the request to Scheduling

Having an instructor added to drop down Menu

- Email Scheduling (scheduling@unlv.edu) include
  - ✓ Name & NSHE number
  - ✓ Organization code (LV #)
  - ✓ Semester the instructor will start teaching
Helpful Hints

ALL CORRESPONDENCES GO THROUGH: scheduling@unlv.edu

After Schedule has closed
- Asking to add a class
  o Email Scheduling (scheduling@unlv.edu) include the following:
    - Course code
    - Course name
    - Instructor
    - Meeting pattern
    - Special topic
    - Cap
    - Credits
    - Will this class require an exam (final)

After Registration has begun
- All cancellations of classes must be approved, please forward the approved email
- We cannot change meeting patterns or Instruction mode – class will have to be cancelled – DEPARTMENT must contact ALL enrolled students prior to requesting cancellation – confirm students were contacted in email to scheduling

Departments can always
- Add instructors (that are on the drop down menu) up until finals week
- Change / Add/ Delete notes

Associated Classes & Lecture/Lab Combinations

- Decide which component (lecture or lab) you want to be the Enrollment section.
  - Enrollment sections are the section the student will select when enrolling in the course.
  - Only the Enrollment section can have student specific permissions.
  - Enrollment section is the only section that instructors can enter grades
- All sections (both Non Enrollment and Enrollment) should have the same class association number.
- Auto Enrollment Section
  - This will force students who enroll in the course to also enroll in a specified other section.
  - On the Enrollment Control tab of the Enrollment section you can specify which non-enrollment section the course is tied to.
  - If you have a lecture/lab combo make sure the Non-Enrollment section is associated with the correct Enrollment Section.
### Standard Class Times

#### 4 Credit Class
- **4 Credit Class | Contact Hours: 150 Minutes Per Week (AM & PM)**
  - *2 (two) 105 minute classes on M/W or T/R
    - 8:00 am - 9:45 am
    - 10:00 am - 11:45 am
    - 12:00 pm - 1:45 pm
    - 2:00 pm - 3:45 pm
    - 8:00 pm - 9:45 pm
    - 10:00 pm - 11:45 pm

#### 3 Credit Class
- **3 Credit Class | 2 Hour Lab | Contact Hours: 150 Minutes Per Week (AM & PM)**
  - *2 (two) 75 minute classes on M/W or T/R
    - 7:00 am - 8:15 am
    - 8:30 am - 9:45 am
    - 10:00 am - 11:15 am
    - 11:30 am - 12:45 pm
    - 1:00 pm - 2:15 pm
    - 2:30 pm - 3:45 pm
    - 4:00 pm - 5:15 pm
    - 5:30 pm - 6:45 pm
    - 7:00 pm - 8:15 pm
    - 8:30 pm - 9:45 pm

#### 2 Credit Class
- **2 Credit Class | Contact Hours: 150 Minutes Per Week (AM & PM)**
  - *2 (two) 75 minute classes on M/W or T/R
    - 7:30 am - 8:45 am
    - 8:30 am - 9:45 am
    - 10:00 am - 11:15 am
    - 11:30 am - 12:45 pm
    - 1:00 pm - 2:15 pm
    - 2:30 pm - 3:45 pm
    - 4:00 pm - 5:15 pm
    - 5:30 pm - 6:45 pm
    - 7:00 pm - 8:15 pm
    - 8:30 pm - 9:45 pm

#### 0 or 1 Credit Class
- **0 (Zero) or 1 Credit Class, Lab or Discussion | Contact Hours: 50 Minutes Per Week (1M, 2H, 3W, 4R)**
  - *One, 50 minute class or discussion on M, T, W, R, or F
    - 7:30 am - 8:20 am
    - 8:30 am - 9:20 am
    - 10:00 am - 10:50 am
    - 11:30 am - 12:20 pm
    - 1:00 pm - 1:50 pm
    - 2:30 pm - 3:20 pm
    - 3:30 pm - 4:20 pm
    - 5:30 pm - 6:20 pm
    - 7:30 pm - 8:20 pm

#### 4 Credit Hybrid Class
- **Hybrid Classes Meet 1/2 in Person (On Campus) and 1/2 Online. This is the Standard in Person Meeting Portion**
  - *1 (one) 105 minute classes on M, T, W, R, F or S
    - 8:00 am - 9:45 am
    - 10:00 am - 11:45 am
    - 12:00 pm - 1:45 pm
    - 11:30 am - 12:20 pm
    - 1:00 pm - 2:00 pm
    - 2:00 pm - 3:45 pm
    - 5:00 pm - 6:45 pm
    - 7:00 pm - 8:45 pm

#### 3 Credit Hybrid Class
- **Hybrid Classes Meet 1/2 in Person (On Campus) and 1/2 Online. This is the Standard in Person Meeting Portion**
  - *1 (one) 75 minute classes on M, T, W, R, F or S
    - 7:00 am - 8:15 am
    - 8:30 am - 9:45 am
    - 10:00 am - 11:15 am
    - 11:30 am - 12:45 pm
    - 1:00 pm - 2:15 pm
    - 2:30 pm - 3:45 pm
    - 4:00 pm - 5:15 pm
    - 5:30 pm - 6:45 pm
    - 7:00 pm - 8:15 pm
    - 8:30 pm - 9:45 pm