Course and Event Classroom
Scheduling Compliance Procedure

NDSU NORTH DAKOTA STATE UNIVERSITY

Contents

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Overview

Effective class and classroom scheduling is critical to the academic mission of the University. It enables students to take the classes they need in a timely manner and contributes to on-going cost containment efforts through efficient space utilization and good stewardship of our valuable institutional resources.

This procedure has been developed jointly by the Learning Spaces Executive Committee and the Office of Registration and Records to ensure that both classes and classrooms are scheduled efficiently to support the needs of students, faculty, and the institution as a whole. All departments are strongly encouraged to refer to this procedure when planning classes or events that require the use of classrooms.

The primary goal of the academic scheduling process is to maximize the probability that all students receive their choice of courses required for graduation on a timely basis (within the prescribed number of semesters) by providing a conflict-free resource environment (staff, space, and courses) which minimizes operating and capital costs. The practices outlined in this document are to ensure compliance and consistency with official University policies.

Procedure Highlights

The scheduling procedure applies to all departments that schedule classes at North Dakota State University (NDSU) and to all general-purpose classrooms and auditoriums (room type 110), computer labs (room type 160), and laboratories (room type 210). The codes are derived from the Postsecondary Education Facilities Inventory and Classroom Manual (FICM), which is a standard across the United States and the coding system required by the North Dakota University System. Space allocation and FICM codes are categorized in the Facilities Asset Management Information System (FAMIS) system.

This procedure document includes:
- Guiding principles and priorities for scheduling classes and classrooms
- North Dakota University System (NDUS) requirements for using Campus Connection and Ad Astra for recording class and final exam information
- An overview of the scheduling process and the Office of Registration and Record's role in campus-wide scheduling
- Broader utilization of classrooms campus-wide (Monday through Friday, 8 a.m. to 5 p.m.)
- Target goals for distributing classes and events more evenly across the day and week and ensuring efficient classroom utilization, as well as guidelines for achieving these target goals
- Scheduling process and regulations for classroom events
- Resources and contacts for help

Introduction

DEFINITONS

Ad Astra
The NDUS and NDSU software system for the management of all academic classroom, lab and computer lab space. Classroom event reservations are also managed in Ad Astra.

Campus Connection
The NDUS and NDSU student information system is used to manage the admission application, registration, financial aid, and student account activity. The course schedule is maintained in Campus Connection.

Classroom

Auditorium
An auditorium classroom is any classroom that seats more than 75 students in fixed seating.
NDSU currently offers multiple auditorium classrooms across the main and downtown campuses.

Conference
Conference classrooms are smaller rooms that typically seat fewer than 20 students. These rooms are designed to facilitate face-to-face discussions. These rooms typically serve other purposes in addition to being a classroom. Faculty and staff frequently make use of these rooms for meetings or conferences.

Distance
NDSU offers several at-a-distance classroom opportunities for off campus students. In addition to the equipment necessary in a standard classroom, special equipment is needed for these rooms, including a video conferencing codec, cameras for at-a-distance students and on-site students, numerous ceiling-mounted microphones, and numerous projector or LCD displays (for the on-site class, on-site instructor, at-a-distance students, and for content sharing). Distance classrooms typically seat anywhere from 5 to 30 students at the on-site location. These classrooms are connected electronically to one or more telecommunication networks through microphones and video cameras.

Laboratory
A laboratory classroom is one where a student can participate in the activities specific to the class at hand. A lab classroom varies depending on the room's intended purpose and can consist of computer labs, large open studio areas, or laboratory benches. A majority of computer clusters at NDSU are open for students to use individually and are available for scheduled course selections. Studio areas on campus are typically only dedicated to students belonging to a specific discipline, such as art, music, or architecture majors. Science laboratories on campus remain inaccessible for student use other than during class time.

SCALE-UP
Student-Centered Active Learning Environment with Upside-Down Pedagogies (SCALE-UP) classrooms are large rooms that can accommodate upwards of 100 students in a studio-like setting. SCALE-UP rooms are uniquely designed to facilitate active learning within a classroom. Equipment and technology are utilized in a way to establish a highly collaborative, hands-on, interactive learning environment. These spaces make more extensive use of technology than a standard classroom, with multiple projectors, television screens, and laptop connections located throughout the room. The majority of SCALE-UP rooms at NDSU are located within the A. Glenn Hill Center.

SCALE-UP classrooms typically consist of multiple round tables that fit five to nine students comfortably. Typically, there will be outlets and laptop connection capabilities for students to charge and connect their laptops at each table. These connectors are linked to independent display screens near the tables that can project what a student has on their laptop. An alternative method could be to provide smaller markerboards for use at each table. The rooms should also be equipped with a dedicated computer station for the instructor, complete with a touchscreen control panel.

Standard
A standard classroom is defined as any room with at least 350 square feet of space that seats 20 to 75 students. These rooms typically may contain fixed seating, movable chair/desks, or table seating, such as in several of the rooms in the A. Glenn Hill Center. Standard classrooms typically possess a stationary instructor podium and projector screens. The standard classroom is the most common classroom space available at NDSU.

CourseLeaf CLSS
CourseLeaf Section Scheduler (CLSS) to be implemented in the future, pending budget. The software utilizes data from CourseLeaf CAT (Bulletin) and CIM (Curriculum Management) and streamlines the scheduling of courses for academic departments, from the input and edit stages to validation and approval steps.

Department
Refers to the academic unit.

FAMIS
Auxiliary software used by Facilities Management to identify and code campus spaces, offices, and keys.

Learning Spaces Advisory Committee
This committee provides advice to the Learning Spaces Executive Committee concerning policies and goals for learning spaces on campus. Members include a representative from each academic college, Faculty Senate, Staff Senate, Student Senate, and Student Affairs. The committee is chaired by the Provost's designee.

Learning Spaces Executive Committee
This committee provides advice to the Provost concerning the scheduling, use, renovation, and creation of learning spaces on campus. Learning spaces include classrooms, laboratories, study areas, computer labs, and other rooms where students learn and study. Members include representatives from the Registrar, Facilities Management, Information Technology, the Office of Teaching and Learning, and the Library. The committee is chaired by the Provost's designee.

GUIDING PRINCIPLES

As with all types of space on the NDSU campus, classroom space is a valuable resource that belongs to the institution. The Provost is the steward of all instructional space and is responsible for ensuring that this space supports the academic mission of the university.

- Deans, directors, department chairs, and the university registrar are responsible for ensuring that all classrooms are scheduled efficiently to support the academic mission of the university.
- All general-purpose classrooms need to be shared to support campus needs.
- Classrooms and other instructional spaces may be allocated to individual departments, but the assignments are not considered permanent. These spaces may be reallocated as the needs, priorities, and demands of the school, college, or university change.
- Credit-bearing courses, their exams, and required class events have scheduling priority over all other activities that require the use of classrooms.
- Departments are strongly encouraged to plan and distribute classes across all days of the week (Monday through Friday) and all hours of the day as much as possible to maximize use of campus classrooms and minimize class conflicts for students.
- Departments are responsible for having consistent class scheduling practices while maintaining the ability to accommodate special family-related needs and circumstances of faculty and instructors as needed. Class scheduling practices must adhere to all university policies and procedures that prohibit discrimination.
- In June 2016, the North Dakota State Board of Higher Education approved a "Master Plan/Space Utilization" directive for 95 percent of regular classroom and class lab inventory to be centrally scheduled by campus registrar offices throughout the NDUS.

PRIORITIES

The highest priority for scheduling Office of Registration and Records classrooms, labs, and computer labs is for educational courses and programs. The office schedules recurring educational events over events that are one-time or occasional. If an event has been scheduled and a request that is a more appropriate use of space is received later (e.g., a small study group reserves a classroom and later the space is requested for a class), the scheduling team works with the first requester to assist in finding an alternative site for the event. However, there is always the possibility that such a relocation effort may be unsuccessful.

First-Tier Priorities: Regular Academic Credit Courses and Final Exams

Regular academic credit courses are defined as those that are open for general registration to any admitted student who meets the required criteria to take the course.

The Office of Registration and Records collaborates with academic departments to produce the schedule of classes each semester. This process begins approximately one year in advance of the semester. All academic classrooms must be available to accommodate the courses that are requested.

Second-Tier Priorities: Event Reservations

The Office of Registration and Records must assure that courses have been scheduled in university classrooms before allowing the scheduling of ad-hoc/event reservations within the start and end date for the term.

THE SCHEDULING ROLE OF THE OFFICE OF REGISTRATION AND RECORDS

The Office of Registration and Records is authorized to:
- Schedule classes in any available general purpose (registrar-scheduled) classroom, lab, or computer lab to accommodate the broader academic needs of campus.
- Schedule mid-term and final exams in any available general purpose classroom.
- Move classes to other classrooms or buildings to ensure that classes with specific seating capacity, technology, pedagogical, or other class or room requirements can be placed.
- Schedule classrooms for course-related events by academic departments such as study/help sessions and group meetings.
- Schedule non-course related events such as meetings, conferences, and workshops.

UNIVERSITY HOLIDAYS

Classes and events may not be held on official University holidays unless the institution has granted an exception. All classrooms are otherwise closed during holidays and may not be scheduled. No Office of Registration and Records staff or other University services or facilities are available when the University is closed.

Policies for Classroom and Lab Spaces

POLICIES REGARDING UNIVERSITY SPACE

As a general rule, campus services may be used only by: 1) University employees for purposes related to their official responsibilities, or 2) off-campus organizations for non-profit, nonpolitical purposes, provided that the specific use of a campus service is sponsored by a University department or University-related organization as a part of its official function.

Unauthorized sales or solicitations at any time in residence halls, University apartments, or in any other campus buildings, including academic and administrative buildings, are prohibited. For questions regarding sales in the Memorial Union, see the Memorial Union Director. For questions regarding sales in Residence Life facilities, see the Associate Director of Residence Life. For questions concerning sales in any other areas, contact the Student Affairs Office, Memorial Union. See also NDSU Policy 601 and Policy 150.

Candidates for political or public office who wish to use campus facilities must comply with University rules and regulations. NDSU has adopted specific campaign procedures for local, state, and national elections. Copies of the policies can be obtained from the Vice Provost for Student Affairs and Enrollment Management. These policies govern canvassing, placement of brochures and materials, and use of the Student Union and University housing. Door-to-door campaigning or canvassing is not permitted in academic buildings. These buildings are restricted to educational purposes. For use of facilities by University employees, see Policy 160, no. 13.

All filming, videotaping, and still photography on University property or at University-sponsored events for commercial purposes (including political advertising) must be approved and coordinated by the Director of University News. "Commercial purpose" does not include news media reporting or outside use of University property for personal use (wedding pictures, etc.).

Facilities Use Agreement: Complete five business days in advance if any of the following exist:
- An NDSU student organization plans to hold an event/meeting in an NDSU facility
- The event will require food service or food from an outside vendor/source
- The event will involve non-NDSU entities or persons in attendance.

Policy 700 and other referenced policies may be viewed in full at www.ndsu.edu/policy.

ACCESSIBILITY
Wheelchair accessibility to general purpose classrooms is provided in some but not all buildings or rooms. Discuss accessibility needs at the time of placing your event request. Disability Services may also be of assistance at 701-231-8463. A campus map detailing campus elevator locations is at www.ndsu.edu/facilities/campusmaps.

ALCOHOL
NDSU Policy 155 prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students, employees, and visiting personnel on University property, as part of any University activities, in vehicles owned or operated by the University, or at any work site or other location at which University duties are being performed by NDSU employees.

All personnel are subject to North Dakota law, which prohibits the possession and consumption of alcoholic beverages by any person under the age of 21 years. In addition, it is illegal for anyone to sell or provide alcoholic beverages to any person under the age of 21.

FOOD AND BEVERAGES IN CLASSROOMS
General purpose classrooms are intended to be used as classrooms. Food is allowed in general purpose classrooms, but must be removed after the event. Additional equipment, such as tables, may be requested through Facilities Management. Food and beverages are not allowed in classroom spaces with interactive technology. Confirm, prior to your reservation, that food and beverage is allowed in the space you are requesting. Groups that violate this procedure and do not remove food and beverages will be charged a cleaning fee through Facilities Management.

ROOM USE/CONDITION OF ROOM
All users of classrooms are expected to leave the classroom and its equipment in good order. Meaning, chairs, desks, and tables must be straightened, electronic equipment powered down, and waste disposed of (general waste, recyclables, beverage containers, etc.). Users are also expected to take extra care to ensure no damage is done to classrooms spaces, furniture, or equipment and that the room is returned to a class-ready condition. Taping floors is not permitted. Removing furniture from any classroom (even if it is intended for use in an alternate classroom) is not permitted.

SMOKING
NDSU Policy 153 prohibits smoking in campus buildings, including classrooms and auditoriums, and on NDSU grounds.

TEMPERATURE CONTROL
The Office of Registration and Records relies on Facilities Management to provide temperature control and ventilation of rooms. If you find the room uncomfortable, call Facilities Management at 701-231-7911 to report your concern. If you require special temperature consideration, contact Facilities Management, in advance, for assistance.

Class Scheduling
SCHEDULE OF CLASSES TIMELINE
The following table provides an overview of the key scheduling timeframes.

FALL

Prepare editing spreadsheets	Edits due	Implement edits	Schedule	Students register
October	November	December-February	March 1	End of March

SPRING

Prepare editing spreadsheets	Edits due	Implement edits	Schedule	Students register
April	May	June-September	October 1	End of October

SUMMER

Prepare editing spreadsheets	Edits due	Implement edits	Schedule	Students register
June	July	August-February	March 1	End of March

COURSELEAF SECTION SCHEDULER (CLSS) – *future implementation, pending budget support*

CourseLeaf Section Scheduler (CLSS) streamlines the scheduling of courses for academic departments, from the input and edit stages to validation and approval steps. CLSS enables departments to review and redistribute prime time distribution, balance light time slots, and enforce accurate class enrollment to best ensure student success.

CLSS Academic Cycle (additional detail to be added during implementation)
1. Design mode
   a. Plan phase
2. Refine mode
   a. Plan phase
   b. Room assignment phase
   c. Present phase
   d. Past phase

PROCESS FOR SCHEDULING COURSES

Courses that are scheduled in NDSU-owned spaces (includes university classrooms and department-owned spaces) must have start and end dates that fall within the established Fall, Spring, or Summer semester dates. Academic calendars are available at www.ndsu.edu/registrar/dates.

- Classes requesting general purpose (Registrar scheduled) classrooms will be held to these policies.

- Meeting patterns are the total number of hours a class meets in a week. Departments will evenly distribute classes (including discussion and lab sections) throughout the week and day based on the following:
  » Prime hours are considered between 9 a.m. – 3 p.m. Monday through Thursday and 9 a.m. – 1 p.m. on Friday.
  » Monday-Wednesday-Friday classes
    ▪ Daytime classes begin on the hour (Downtown on the half-hour).
    ▪ Class length is 50 minutes (passing time between classes is 10 minutes).
    ▪ Three-hour classes are scheduled in three 50-minute blocks.
    ▪ Two-hour classes must follow the same rules, but may choose any combination of M/W/F days. Four-hour classes may be scheduled on any week days according to these guidelines.
    ▪ 75 minute classes may be scheduled on Monday and Wednesday before 9:30 a.m. or after 2 p.m.
  » Tuesday-Thursday classes
    ▪ Day classes begin at 8 a.m., 9:30 a.m., 11 a.m., 12:30 p.m., 2 p.m. and 3:30 p.m. (begin at 8:30 a.m. for Downtown).
    ▪ Class length is 75 minutes (passing time between classes is 15 minutes).
  » Extended Day classes
    ▪ Courses scheduled after 4 p.m. typically are scheduled with 50 weekly contact minutes per credit.
    ▪ Evening schedules consist of two-non-overlapping class periods. The first concludes prior to 7:30 p.m.; the second begins after 7:30 p.m.
    ▪ Evening classes must conclude by 10 p.m.

- Contact hours for lecture courses must equal 750 minutes per credit (equivalent to 50 minutes in class per week/credit). Laboratories are a minimum of two 50-minute periods per week. Minimum hours must be prorated accordingly for variable-length courses.
  » NDSU Academic Credit Matrix: Clock/Contact Hour to Credit Conversion - www.ndsu.edu/fileadmin/facultysenate/acadaffairs/credit-conversion.pdf.
  » Definition of a credit hour - https://bulletin.ndsu.edu/academic-policies/academic-credit.

The standard meeting patterns of MWF 50-minutes and TR 75-minutes are represented in this chart. Prime hours are shaded. (MW 75-minute sections are not represented but are permissible.)

STANDARD MEETING TIMES

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 – 8:50 A.M.	8 – 9:15 A.M.	8 – 8:50 A.M.	8 – 9:15 A.M.	8 – 8:50 A.M.
9 – 9:50 A.M.		9 – 9:50 A.M.		9 – 9:50 A.M.
10 – 10:50 A.M.	9:30 – 10:45 A.M.	10 – 10:50 A.M.	9:30 – 10:45 A.M.	10 – 10:50 A.M.
11 – 11:50 A.M.	11 – 12:15 P.M.	11 – 11:50 A.M.	11 – 12:15 P.M.	11 – 11:50 A.M.
Noon – 12:50 P.M.		Noon – 12:50 P.M.		Noon – 12:50 P.M.
1 – 1:50 P.M.	12:30 – 1:45 P.M.	1 – 1:50 P.M.	12:30 – 1:45 P.M.	1 – 1:50 P.M.
2 – 2:50 P.M.	2 – 3:15 P.M.	2 – 2:50 P.M.	2 – 3:15 P.M.	2 – 2:50 P.M.
3 – 3:50 P.M.		3 – 3:50 P.M.		3 – 3:50 P.M.
4 – 4:50 P.M.	3:30 – 4:45 P.M.	4 – 4:50 P.M.	3:30 – 4:45 P.M.	4 – 4:50 P.M.

DEVIATIONS FROM APPROVED PATTERNS

Courses that receive prior approval may deviate from the scheduled time patterns reflected. Approval will be granted on a case-by-case basis and changes will be approved only if it is clear that the standard patterns will not meet the needs of the department and is in the best interest of students and the University. A request for approval shall be sent to the Registrar by the Chair of the requesting department and copied to the Dean of the course-offering department.

TARGET GOALS AND COMPLIANCE

The LSEC has established two sets of target goals for the University. Colleges, departments, Registration and Records, and LSEC will be able to ensure compliance via Ad Astra's Room Optimizer (implemented fully for Summer/Fall 2018 courses) and CourseLeaf's CLSS module, future implementation.

GOAL 1: DISTRIBUTING CLASSES ACROSS THE DAY AND WEEK (SCHEDULING DISTRIBUTION GOALS)

The most popular times for scheduling classes traditionally have been Mondays through Fridays between 9 a.m. and 3 p.m. However, having too many classes offered on these days and times regularly results in scheduling conflicts and insufficient classroom space. To address this issue, the Learning Spaces Executive Committee set scheduling distribution goals that encourage departments to more evenly distribute classes throughout the week. Each department is expected to achieve the target goals for its classes and key academic events. Graduate, professional and undergraduate courses are calculated into the formula. Compliance will be ensured through CourseLeaf CLSS.

A course that overlaps multiple timeframes will be counted toward the scheduling distribution target goal calculation for the start time of the course.

NOTE: Scheduling distribution target goal calculations include Lecture, Recitation, Discussion, and Seminar class components scheduled in any campus room (all room types) from 8 a.m. to 10 p.m., Monday through Friday, and key academic events scheduled in general purpose classrooms (room type 110 only) from 8 a.m. to 5 p.m., Monday through Friday.

GOAL	TIME OF DAY	TARGET GOAL FOR EACH DEPARTMENT
1	9 – 10 a.m. 10 – 11 a.m. 11 – noon 1 p.m. – 2 p.m.	up to 35% of classes can be scheduled at these times
2	Noon – 1 p.m. 2 – 3 p.m. 3 – 4 p.m.	up to 35% of classes can be scheduled at these times
3	8 – 9 a.m. After 4 p.m.	at least 30% of classes should be scheduled at these times
4	Friday	at least 15% of classes should be scheduled on this day

NDUS released a report in November 2016 as a follow up to a space utilization review on each NDUS campus. NDUS' standards and expectations are as follows:

- A 100 percent classroom utilization rate is based on the classroom being used 30 hours per week with student course enrollment of at least 80 percent of classroom seating capacity.
- A 100 percent laboratory utilization rate is based on the laboratory being used 20 hours per week with student course enrollment of at least 75 percent of laboratory capacity.

GOAL 2: SCHEDULING CLASSES IN APPROPRIATELY SIZED ROOMS (SEAT UTILIZATION GOAL)

Part of managing classrooms more efficiently includes ensuring that classes are placed in appropriately sized classrooms. For example, a class with an enrollment of 25 students should not be assigned to a classroom with 200 seats, particularly when there may be larger classes that require a room of this size. In this example, only 12.5 percent (that is, 25 students/200 total seats in the room = 12.5 percent) of the total seats in the room are being used, leaving 175 seats (87.5 percent) unused. Departments should strive for a 75 percent or greater seat utilization where the number of enrolled students is as close to the total number of seats in the room as possible.

When the Office of Registration and Records is unable to find available classrooms for classes, the Office is authorized to move existing classes and events to more appropriately sized rooms within the same building or to other buildings as needed. This enables the Office to match actual class size to room seating capacity and to ensure that all classes can be placed.

Enrollment will be predicted via historical enrollment data, as well as any considerations for anticipated increased enrollments. New courses will be evaluated by enrollment information on the course proposal form.

- Seating utilization target goal: 75 percent seat utilization
  » Calculation: # of students enrolled in a class/maximum seating capacity of the room

AD ASTRA ROOM OPTIMIZATION

Efficient course scheduling is critical. During a typical year, the Office of Registration and Records uses Ad Astra to schedule over 11,000 courses and 9,000 classroom events. Beginning Spring 2018, the Office of Registration and Records-assigned class space using Ad Astra's Room Optimizer, with full implementation by Summer/Fall 2018. Preference sets have been built based on standard meeting time priorities, campus region, specific space requirements, and in some cases by prefix, department, and instructor. NDSU will schedule using seat fill percentage, room types, room size, location preferences, and automate the assign- ment of the majority of Registrar region/general purpose classroom spaces.

Scheduling Considerations to Achieve Target Goals

- The academic week is the set of days and times during which instructional activity occurs.
- The length of the academic week and variations in time patterns used in constructing a schedule of classes play important roles in the effectiveness of the academic schedule.
- Time patterns are the configurations of days and hours to be used in setting up the schedule of classes. If a standard set of patterns is chosen, with compatible starting and ending times, schedules will fit together more easily. If patterns are dissimilar, more conflicts will occur within a given academic week.
- When courses are concentrated at one time, students have minimum course selectivity and no scheduling flexibility. Maximum staff and space resources are required.
- When courses are distributed over all time periods, students have maximum course selectivity and scheduling flexibility since any combination of courses may be taken. Staff and space resource needs can be minimized.
- It is highly desirable to distribute course offerings evenly over an academic week, thus providing for the largest number of non-conflicting time patterns.

SCHEDULING STRATEGIES

- Departments must strictly adhere to the approved standard set of time patterns.
- Departments must schedule all multiple lecture and laboratory/special laboratory sections so that student course enrollments will be distributed approximately equally between mornings and afternoons and between the different meeting patterns (TR vs. MWF).
- Since the goal is to provide all students with the largest number of opportunities to register for as many courses as possible, departments should make efforts to schedule courses during non-peak hours. Peak hours are between 9 a.m. and 3 p.m.
- Because the standard meeting lengths are in 50- and 75-minute time blocks, non-standard sections should be offered in multiples of these times to avoid end times that preclude students from registering for courses that may follow the non-standard section.

CLASS NOTES

Class notes or details include important class information for students. These may include professional program and classification restrictions, tuition information, instruction mode, administrative drop notices, etc.

Class prerequisites and co-requisites are maintained in the Course Catalog, which is linked from the Schedule of Classes. If changes are to be made to course prerequisites/co-requisites/restrictions, submit requests via CourseLeaf (CIM).

If a course should be Department Consent (permit required), this requires issuing of electronic and/or paper permits for students to register. While appropriate in some courses, department consent is not allowed for general education courses.

CLASSROOMS AVAILABLE FOR COURSE SCHEDULING

Review information at www.ndsu.edu/registrar/facstaff/scheduling for detailed classroom information.

CLASSROOM TECHNOLOGY

The Office of Registration and Records will assign classes to classrooms that best meet the instructional needs of the class to ensure that faculty and students have the best teaching and learning experience possible in facilities that are available campus-wide. This can mean using a classroom in another building or a classroom managed by another department if there are better options for room layout, IT/AV equipment, furniture, or other amenities that best meet the instructional needs of the course.

Information regarding classroom technology, including the instrumented classroom list, interactive classroom technology, computer lab details/hours/policies/software, and videoconferencing options can be found on the NDSU Information Technology Services Computer Labs and Classrooms site.

COMPUTER LAB RESERVATIONS

If a computer lab is needed, submit the request with the schedule submission. Classes that meet weekly have priority over classes that use labs sporadically. If a computer lab is needed sporadically, submit an event request.

FACULTY-LED STUDY ABROAD/DOMESTIC STUDENT EXCHANGE

Per federal financial aid regulations, coursework extending beyond the term may not overlap another term. A standard term is defined as one with specific start and end dates that fall within a semester. This is important to pay attention to as there are financial aid implications for students.

If a semester-based course has a study abroad component, students can depart up to two weeks prior to the start of the term in which the course is scheduled as long as travel commences after the last date of the previous semester. Alternatively, travel can extend up to two weeks beyond the last day of the course's term as long as the subsequent semester has not started.

Example: Student is enrolled for a class that has a study abroad component during the spring term, which runs from 1/11/20XX – 5/13/20XX. Travel options are as follows:
- May depart as early as 12/28/20XX but must return by 1/11/20XX;
- May depart at any date (including after the final date of the semester), but must return by 5/27/20XX OR by the first day of summer school, whichever comes first. At NDSU, they must return by 5/17/20XX to avoid overlapping terms even if they do not plan to enroll in summer courses.

If the set of outcomes a faculty member has in mind encompasses three credits worth of instructional time, consider breaking the credits into separate courses and sequencing them. For example, a two-credit course in the spring might serve to prepare students and serve as a prerequisite for a one-credit course scheduled as a summer course that encompasses the physical time abroad. The 1 credit course would have to start after the end of the spring term (the last day of final's week), and would have to end prior to the start of fall semester.

Summer study abroad credits do not count toward the spring tuition cap. For planning purposes, a rule of thumb is that a course can earn a maximum of one credit for every week of time abroad. One credit is 750 minutes of contact time (12.5 hours) in addition to 25 hours of study time within the semester. Remember that the workload needs to be realistic within the constraints of the timing and situation.

More information is available at the Study Abroad website: http://ndsu-studyabroad.applicationgateway.com, and information regarding Financial Aid is available at www.ndsu.edu/onestop/finaid/study_abroad_aid.

Graduate Research Credits
Generally, one section of each type of graduate research credit is included in a term schedule, and is assigned to the department chair/head. Upon request, additional sections of 797, 797S, 798, 798S, 799, 799S, 899 will be created. If desired, submit with schedule submission.

INSTRUCTION MODES
Each course must be tagged with an instruction mode. Distance-delivered courses should be included on the schedule submission along with instruction mode. These include IVN, which should have all sites clearly indicated.

Instruction Mode Options:
CO = Hybrid/ Blended Combination (hybrid courses)
CR = Independent Study
FF = Off campus face-to-face
IA = Online
TC = On campus face-to-face (traditional classroom)
V2 = Interactive Video (IVN)
Other = Specify (including polycom or other distance deliveries)

INSTRUCTOR ASSIGNMENTS
Any qualified faculty, including adjuncts and graduate teaching assistants (GTAs), may be assigned as course instructors. New instructors who do not have Campus Connection security access as faculty, must request access with approval of their department chair/head. Departments may list faculty who supervise GTAs as the sole or secondary course instructor. Instructors can only access class and grade rosters if assigned to their classes in Campus Connection.

LOCATION CODES
Location codes are used to best categorize courses for tracking and potentially billing purposes.

Various location codes include:
ABROAD	= Faculty Led Study Abroad
BISMARCK	= Bismarck
CO-OP-EDUC	= Cooperative Education
EXCHANGE	= Study Abroad-Exchange
FARGO	= North Dakota State University
GPNDSU	= GPIDEA NDSU Students
GPOTHER	= GPIDEA Non-NDSU Students
NONEXCHANG	= Study Abroad - Nonexchange
TLA	= Teacher Leadership Academy

PRIORITY SCHEDULING IN A.G. HILL
Specific learning spaces in A.G. Hill support active learning pedagogy. Faculty who can demonstrate understanding of the effective use of an active learning environment (by prior successful experience, training, etc.) will be scheduled with the following priorities:
1. Lower division (100 – 200) STEM courses
2. Lower division (100 – 200) courses
3. Upper division/Graduate STEM courses
4. Upper division/Graduate courses

The A.G. Hill auditorium will be scheduled with the following priorities:
1. Lower division (100 – 200) STEM courses with accompanying labs in building
2. Lower division (100 – 200) STEM courses
3. Lower division (100 – 200) courses
4. Upper division/Graduate courses

SCHEDULE CHANGES
- The schedule is used for advising and to assign classroom space on campus; plan and review carefully. If schedule adjustments need to be made, do so **_prior to_** the start of registration (see dates and deadlines for registration dates). Newly approved courses may be added to the schedule upon request.
- Once the schedule is posted and registration has begun, changes in title, credit, and catalog number may only take effect for subsequent terms.
- Class day/time changes made after students have begun registering are discouraged because they disrupt the schedule building process for students.

SUMMER TERM SCHEDULING
The Summer term is 12 weeks and begins the Tuesday following Spring commencement. It provides several session options including 4-week, 8-week, full-term, and variable sessions. These sessions have standard start and end dates that drive student registration deadlines, fee payment, and refund deadlines. Summer sessions have been established to provide flexibility in course offerings while allowing students the opportunity of attending several sections with limited conflicts. More information about scheduling courses in the summer can be found at the Office of Summer School web page: www.ndsu. edu/provost/department_and_college_information/summerschool.

TOPICS/SUBTITLES
Ensure Topic/Subtitle for variable topic courses (i.e., individual study) are up-to-date in the schedule of classes.

VARIABLE CREDIT COURSES
Include in the schedule submission the number of credits for which a variable credit course is to be scheduled (individual study, seminar, etc.).

VARIABLE LENGTH COURSES
If a course is shorter than the regular (16-week) semester, include the actual course start and end dates on the schedule submission. Academic and refund dates and deadlines will be set accordingly.

Because of scheduling and classroom constraints, limit deviations from the standard semester start and end dates. **Total contact hours for variable length courses must be equivalent to those prescribed for standard length courses (750 minutes/lecture credit).**

A standard term is defined as one with specific start and end dates that fall within the semester. Federal financial aid regulations state that course start/end dates can extend no more than *two weeks* beyond either side of the standard term. Additionally, coursework extending beyond the term may not overlap another term, including summer term. Within summer term, there is more flexibility for variable length courses.

Event Scheduling

EVENT RESERVATION STIPULATIONS

Classrooms are used for class instruction, study, or other like activity. Events in general purpose classrooms must be compatible with the academic nature of classrooms and academic buildings. Non-class events are welcomed, but they must not adversely impact the classroom, its contents, or the surrounding area.

Activities that are not compatible with general purpose classrooms include amplified music, dances, dinners, parties, events that require re-furnishing of rooms or removal of equipment. Non-compatible events include any event that adversely impacts the classroom directly, or that impacts research, study, or other academic pursuits in areas adjacent to classrooms.

If an event request is submitted that has priority over a confirmed event, the confirmed event has the potential to lose its space confirmation. An alternate, similar space will be sought out for the confirmed event.

There are no "guaranteed" spaces for events. The Office of Registration and Records reserves the right to adjust or deny room confirmations. Requests are granted on a first-come, first-served basis.

REQUESTS FOR CLASSROOM SPACE (EVENT SCHEDULING)

General purpose classroom availability can be viewed via Ad Astra (instructions). Requests for general purpose classrooms and computer labs can be made by following the instructions online.

Requests are processed several times throughout the business day, Monday through Friday, 9 a.m. through 5 p.m. Weekend requests should be submitted no later than 2 p.m. on Friday to guarantee confirmation.

After an event request is approved and the room assigned, scheduling staff will send the requestor an email confirmation as official approval. This confirmation should be used to document the approved use of the room. Questions for event reservations should be directed to the Office of Registration and Records.

Faculty or staff advisors for NDSU-recognized student organizations may request classrooms for events at which they will be present. The event sponsor will be held responsible and charged for any damages or extraordinary cleanup incurred during a student group event.

The sponsor is responsible for submitting the Facility/ Grounds Use Agreement a minimum of 5 days prior to the event and for the planning and coordination of all event-related arrangements.

Facilities Use Agreement: Complete five business days in advance if any of the following exist:
- An NDSU student organization plans to hold an event/meeting in an NDSU facility
- The event will require food service or food from an outside vendor/source
- The event will involve non-NDSU entities or persons in attendance.

Reservations do not provide event support services such as A/V equipment, extra custodial support, or security. (These items are examples of extra services that may be available, for a fee, if arranged with the appropriate departments on-campus.) The event sponsor is responsible for the planning and coordination of all event-related arrangements, through the Special Event Set Up Request Form, which can be found on the Facilities Management webpage under Forms.

EVENT RESERVATION TIMELINE

Requests can be submitted for dates in upcoming semesters(s) but will be processed according to priority and only after the following dates:
- Spring semester – October 15
- Summer term – April 1
- Fall semester – April 1

There are no exceptions to these dates for one-time events of any nature.

If the University experiences an emergency closing due to weather, utility failure, or other unforeseen disaster, the event is considered cancelled.

GENERAL PURPOSE CLASSROOM AVAILABLE HOURS

Monday through Friday
- 8 a.m. – 10 p.m.

Saturday and Sunday:
- Classrooms are typically unlocked during normal operating hours.
  » Specific classrooms may have a more restrictive schedule and may be locked.
- The Office of Registration and Records coordinates with University Police for after hours and weekend room access.
- In the event of a room being locked during a confirmed evening or weekend event reservation, call 701-231-8998 for assistance.

PERMISSIBLE/NON-PERMISSIBLE GROUPS

Permitted to use classrooms:
- NDSU offices and departments
- University administration
- Recognized NDSU student groups/organizations

Not permitted to use classrooms:
- Outside groups not sponsored in any way by an organization (department, office, or student group) within the University
- NDSU student groups/organizations in violation of any of the stated policies

ADJACENT SPACES

The Office of Registration and Records does not control usage of hallways and public space other than general purpose classrooms. Setup of desks, tables, booths, or food service in hallways or public space must be arranged in advance with Facilities Management. Any use of hallways should not restrict the access to the classroom or interfere with any other areas.

CANCELLATIONS

The scheduling office should be notified immediately if rooms which have been booked are no longer needed, so rooms can then be allocated to other users.

CLASSROOM AMENITIES

The classroom information site contains a wealth of information on all aspects of general purpose classrooms. The site includes a list of attributes and features specific to each room as well as a photo of each room.

CLASSROOM TECHNOLOGY

All of the general purpose classrooms have technology and support equipment permanently installed. Use of a room **does not** include access to locked equipment. Classroom storage, equipment rooms, and keys to teaching podiums are **not** included in reservations and entry into these areas is not authorized. Teaching assistants and graduate students who have access to the locked equipment for course usage and support are not authorized to access the locked areas for event usage.

Existing technology or systems may not be opened or modified in any way. Laptops, notebooks, or other computing devices connected to University networks in general purpose classrooms must adhere to University policies, including any security requirements.

EVENT SPONSOR RESPONSIBILITY

The sponsoring organization or department, listed on the event request form, is the responsible party. Reservations require a designated contact person responsible for the proper conduct of the event and for returning the classroom to its original configuration. Authorization to use reserved space cannot be transferred or loaned to another organization or individual without prior written/email approval from the Office of Registration and Records.

The type of activity of the event may not be changed from that requested without prior written approval from the Office of Registration and Records. More specifically, an event may not be changed from those identified above as compatible to those listed as non-compatible.

Transferring, loaning, or sub-leasing a reservation or misrepresenting the intended use of the room is a serious matter that may result in immediate suspension of a group's eligibility to use classroom facilities. Requests to change or cancel an event must be communicated to the Office of Registration and Records via email.

An event/room confirmation received from the Office of Registration and Records does not include event support services for smart equipment, catering, extra custodial support, or security. (These items are examples of extra services that may be arranged through aforementioned offices.) Under no circumstances is furniture or other property to be removed from the room or removed from other rooms. The sponsor is responsible for any extra cleanup fees or damages to the facility incurred during the course of the event or during the event set-up and take-down. Any items brought in for the event should be removed promptly and the room returned to its original arrangement.

Failure to adhere to these policies may subject the sponsoring organization to restriction of space usage privileges and/or fees assessed by Facilities Management.

FURNITURE/ROOM DAMAGES

If there is damage to classroom furniture, chalkboards, clocks, doors, etc., report them immediately to Facilities Management at 701-231-7911. Your department or group will not be charged for the repairs, provided Facilities Management determines that the damage occurred during the normal use of the space. We appreciate your help in maintaining the classrooms and the objects within them.

NOISE PROHIBITIONS

Any activity resulting in noise levels exceeding that of a general lecture course are asked to refrain from utilizing general purpose classrooms between the hours of 8 a.m. and 9:30 p.m. Monday through Thursday and 8 a.m. to 5 p.m. on Friday. This includes student group rehearsals, auditions, or meetings involving a band/music and productions.

Resources and Contacts

CONTACT	FOR INFORMATION REGARDING
Office of Registration and Records web – www.ndsu.edu/registrar email – ndsu.registrar@ndsu.edu phone – 701-231-7981	• Course Scheduling • Event Reservations • Campus curriculum planning dates and timeframes • Mid-term and final exam scheduling • Ad Astra and CourseLeaf CLSS questions
Learning Spaces Executive Committee web – www.ndsu.edu/provost/department_and_college_information/learning_spaces	• Learning Spaces Design Manual • Facilities Management Design Guidelines • Renovation Request • Additional committee information
Facilities Management web – www.ndsu.edu/facilities email – ndsu.facilitiesmanagement@ndsu.edu phone – 701-231-7911	• Questions on Facilities Use Agreements • After hour room temperature questions
ITS Help Desk web – www.ndsu.edu/its/help_desk email – ndsu.helpdesk@ndsu.edu phone –701-231-8685	• Classroom Technology training/report problems • Computer lab questions/report problems • Instructional technology consultation