SCHEDULING TEAM

- Registrar’s Office
- Collaborate with Catalog and Registration Staff
- Data-enter SOC information into EIS for 60 academic departments
- Facilitate the SOC each term

Contact information
- Registrar.Scheduling@unt.edu
- Sarah Westbrook—Registrar Coordinator, x2351
- Monique Scales—Assistant Registrar, x8865
- Kalin La Place—Registrar Specialist, x4610
SCHEDULING CYCLE

PRIOR TERM COPY
* on/around Census
* Sum 5W2 Census

FIRST EDITS
* 2-3 weeks after Census

SECOND EDITS
* month after First Edits DUE

REGISTRATION OPENS
* Fall/Summer: March
  * Spring: October

SCHEDULE GOES LIVE
* Fall/Summer: December
  * Spring: August First

MANUAL UPDATES

DEPT REVIEW

OPTIMIZATION
1 — PRIOR TERM COPY

- COINCIDES WITH CENSUS DATE

- Course information is copied forward
  - Spring to Spring, Fall to Fall, Summer to Summer

- Information/Classes NOT copied forward:
  - General-use classrooms
  - Managed Space (Labs)
  - Cancelled or classes in Stop Further Enrollment status
  - Experimental classes
  - OFF campus classes (NOT INCLUDING Frisco)
  - Federation Courses
2 — FIRST EDITS

• DISTRIBUTED WITHIN 2-3 WEEKS OF CENSUS DATE

• Email notification

• Group training

• 3-4 weeks for department review

• ENTIRE proof needs to be returned
2 — FIRST EDITS

- Documentation
  - Proofs
  - R-6’s or BLANK edit forms for additions
  - Special Consideration Form*
  - Regional Preference Form*
  - R-52’s, R-53’s, R-55’s
- SOC Preparation Instructions
3 — MANUAL UPDATES

- 3-4 weeks to manually enter changes indicated by departments
- Further clarification may be required to process
- Typically notified via email when edits are completed
Hi Michael!

I wanted to let you know that I’ve finished processing the PHIL first edits for Fall 2018. I’ve got only two clarifying questions for you regarding two classes on the R-6’s:

- **PHIL 6700.001** (M 6:00PM - 8:50PM, 25 cap) – I don’t see this class listed in the Catalog or see a proposal in Curriculog). At this time I’m not able to add it to the schedule.
- **PHIL 2100.001** – what should the meeting pattern be for this class?

Please let me know how I should proceed or if I need to make any additional changes to the schedule.

Thank you,

Sarah Eckberg
Registrar Coordinator
UNT Registrar’s Office - Scheduling
(840) 565-2351
Sarah.eckberg@unt.edu
4 — DEPARTMENT REVIEW

- 3-5 DAYS FOR REVIEW AFTER MANUAL UPDATES ARE COMPLETE
- Key items to check:
  - Pre-assigned rooms/Requests for Special Consideration
  - Department owned space
  - Meeting patterns
  - Mandatory meeting dates
  - Instructors
### Ten Week Session

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Session</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 3110</td>
<td>INTER ACCT I</td>
<td>001</td>
<td>TR</td>
<td>00:00 am</td>
<td>12:50 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 3120</td>
<td>INTER ACCT II</td>
<td>001</td>
<td>MW</td>
<td>08:00 am</td>
<td>09:50 am</td>
</tr>
<tr>
<td>ACCT 4800</td>
<td>INTERNSHIP</td>
<td>002</td>
<td>GRE</td>
<td>08:00 am</td>
<td>09:50 am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 6040</td>
<td>INDIV RESEARCH</td>
<td>751</td>
<td>GRE V</td>
<td>08:00 am</td>
<td>10:00 am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 6960</td>
<td>DISSERTATION</td>
<td>701</td>
<td>GRE V</td>
<td>08:00 am</td>
<td>10:00 am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Three Week Session

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Session</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 6010</td>
<td>SEM ADV TOPS ACCT</td>
<td>001</td>
<td>GRE</td>
<td>08:00 am</td>
<td>10:00 am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Five Week Session One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Session</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2010</td>
<td>ACCOUNT PRIN I</td>
<td>001</td>
<td>GRE</td>
<td>08:00 am</td>
<td>10:00 am</td>
</tr>
<tr>
<td></td>
<td>(101)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 2020</td>
<td>ACCOUNT PRIN II</td>
<td>002</td>
<td>GRE</td>
<td>10:00 am</td>
<td>12:00 am</td>
</tr>
<tr>
<td></td>
<td>(1010)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 3405</td>
<td>PROF DEVELOPMENT</td>
<td>001</td>
<td>GRE</td>
<td>12:30 pm</td>
<td>02:00 pm</td>
</tr>
<tr>
<td></td>
<td>(1971)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 4800</td>
<td>INTERNSHIP</td>
<td>754</td>
<td>GRE</td>
<td>08:00 am</td>
<td>10:00 am</td>
</tr>
<tr>
<td></td>
<td>(1012)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 4900</td>
<td>SPECIAL PROBLEM</td>
<td>700</td>
<td>GRE</td>
<td>08:00 am</td>
<td>10:00 am</td>
</tr>
<tr>
<td></td>
<td>(1013)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>701</td>
<td>GRE</td>
<td>08:00 am</td>
<td>10:00 am</td>
</tr>
<tr>
<td></td>
<td>(1014)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5 — OPTIMIZATION

- OCCURS IMMEDIATELY AFTER CHAIR REVIEW
- Ad Astra assigns 110-general use space
  - +2,000 sections
  - Room capacity, fill-ratio
  - Regional preferences
- BOTTLENECKS/INFEASIBLES occur when there are too many requests for the same time frame and enrollment capacity
  - Individually collaborate with department for a solution
  - Capacity, Meeting Time, DOTW, etc
6 — SECOND EDITS

- WITHIN 1-2 WEEKS OF OPTIMIZATION
- Email notification
- Review for accuracy
  - **LOOK AT ROOMS ASSIGNED**
- DO NOT return the proofs to the Registrar’s Office
- Subsequent adjustments on R-forms
6 — SECOND EDITS

- Documentation
  - R-6’s
  - Special Consideration Form
  - Regional Preference Form
  - R-52’s, R-53’s, R-55’s
7 — SCHEDULE GOES LIVE

- COINCIDES WITH REGISTRATION GUIDE PUBLICATION
  - Fall/Summer: **December**
  - Spring: **August**

- Schedule is available for student review

- Camera Ready Proof posted to Registrar Website
  - [http://registrar.unt.edu/registration/schedule-of-classes](http://registrar.unt.edu/registration/schedule-of-classes)

- SOME CHANGES REQUIRE SIGNATURES AT THIS POINT
  - DOTW, Start/End Times, Campus/Location changes, Add/Cancel sections
<table>
<thead>
<tr>
<th>Action</th>
<th>R-6</th>
<th>Dept. Chair’s Signature</th>
<th>Dean’s Signature</th>
<th>Email</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening a new class</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Opening a new section</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Cancelling a class</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Cap changes</td>
<td></td>
<td></td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor Changes</td>
<td></td>
<td></td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Updating notes</td>
<td></td>
<td></td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening New thesis, dissertation, and special problems sections</td>
<td></td>
<td></td>
<td>YES</td>
<td></td>
<td>Any sort of class that meets on an individual basis. Need an R-6 to cancel the sections.</td>
</tr>
<tr>
<td>Changing meeting pattern <strong>before</strong> students enrolled</td>
<td>YES</td>
<td>YES</td>
<td></td>
<td></td>
<td>No need to create a new section</td>
</tr>
<tr>
<td>Changing meeting pattern <strong>after</strong> students enrolled</td>
<td>YES</td>
<td>YES</td>
<td></td>
<td></td>
<td>Class is placed in SFE status; Dept drops all students enrolled; class is changed; dept may add students back</td>
</tr>
<tr>
<td>Changing meeting pattern <strong>after</strong> students enrolled and ONLY when the start of the semester is imminent</td>
<td>YES*</td>
<td>YES*</td>
<td>YES*</td>
<td></td>
<td>Original class is placed in SFE status; dept sends R-6 to create new section at new time; dept moves students into new section; original section is closed*</td>
</tr>
<tr>
<td>Changing rooms</td>
<td></td>
<td></td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re-open a cancelled class</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re-open a class in SFE status</td>
<td></td>
<td></td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Updating class permissions</td>
<td></td>
<td></td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changing sessions <strong>before</strong> enrollment</td>
<td>YES</td>
<td>YES</td>
<td></td>
<td></td>
<td>EX: in Summer semester, changing a course from 3W1 to 5W2.</td>
</tr>
<tr>
<td>Changing sessions <strong>after</strong> enrollment</td>
<td>YES</td>
<td>YES</td>
<td></td>
<td></td>
<td>Class is placed in SFE status; Dept drops all students enrolled; class is changed; dept may add students back</td>
</tr>
<tr>
<td>Changing class location (EX: changing a course from a MAIN campus course to OFF campus.)</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
<td>If any students are enrolled, they must be dropped. Class placed in SFE status until class is updated.</td>
</tr>
</tbody>
</table>
8 — REGISTRATION OPENS

- Fall/Summer: **MARCH**
- Spring: **OCTOBER**

Changes to meeting patterns (DOTW, start/end time) may require students to be dropped from the class before processing.
SCHEDULING CYCLE

PRIOR TERM COPY
* on/around Census
* Sum 5W2 Census

FIRST EDITS
* 2-3 weeks after Census

MANUAL UPDATES

DEPT REVIEW

OPTIMIZATION

SECOND EDITS
* month after First Edits DUE

SCHEDULE GOES LIVE
* Fall/Summer: December
* Spring: August First

REGISTRATION OPENS
* Fall/Summer: March
* Spring: October
SCHEDULING POLICIES AND PRACTICES
Primetime hours are the most popular times departments want to offer their classes.

- Bottlenecks are prevalent

9AM and ends at 2PM

- INCLUSIVE

Classes scheduled during Primetime must adhere to stand meeting patterns. Any deviations should be submitted on a Special Consideration Form for review.
STANDARD MEETING PATTERNS

- Standard meeting patterns maximize room usage
  - Academic scheduling is a giant game of Tetris.

- Classes that meet during Primetime must adhere to standard meeting patterns. Any deviation should be accompanied by a Special Consideration Form.

- Standard Meeting Patterns are always included on the Scheduling Guidelines document.
# STANDARD MEETING PATTERNS

## Main Campus

<table>
<thead>
<tr>
<th>MWF</th>
<th>TR</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>8:00 AM</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>9:20 AM</td>
</tr>
<tr>
<td>10:00 AM</td>
<td>9:30 AM</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>10:20 AM</td>
</tr>
<tr>
<td>12:00 PM</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>12:20 PM</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>1:50 PM</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>4:00 PM</td>
<td>3:20 PM</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>3:50 PM</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>4:50 PM</td>
</tr>
</tbody>
</table>

## Discovery Park

<table>
<thead>
<tr>
<th>MWF</th>
<th>TR</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 AM</td>
<td>8:00 AM</td>
</tr>
<tr>
<td>9:30 AM</td>
<td>9:20 AM</td>
</tr>
<tr>
<td>10:30 AM</td>
<td>9:30 AM</td>
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<td>11:30 AM</td>
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<td>12:30 PM</td>
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<td>1:50 PM</td>
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<tr>
<td>3:30 PM</td>
<td>2:00 PM</td>
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<tr>
<td>4:30 PM</td>
<td>3:20 PM</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>3:50 PM</td>
</tr>
</tbody>
</table>

*denotes primetime
R-6’s (including R-6GT) – use to add, cancel, and change classes

R-52 – supplemental form – use to add multiple instructor, indicate combined classes, odd start/end dates, additional meeting patterns, and class notes

R-53 – supplemental form – use to add topics/titles to topics classes

R-55 – use to indicate how credit classes should be associated with lab and recitation sections (or other credit classes)
University of North Texas  
**SECTION NOTICE (R-6)**

NEW SECTION: To open a new section, items #1-14 must always be completed. Please attach the Request for Special Consideration Form if requesting a specific room.

CHANGE IN EXISTING SECTION: To change information if a section is already opened, Items #2-4 must always be completed. Complete only the items in which changes need to be made. If changing room please attach the Request for Special Consideration Form.

CANCEL EXISTING SECTION: To delete a section already opened, complete only items #2-4.

**Note:** To cancel a section officially, all students must drop or be transferred by Department.

<table>
<thead>
<tr>
<th>Mark One</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chg</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. INSTRUCTOR'S NAME
   - Last Name
   - Two Initials

11. INSTRUCTOR'S EMP I.D.

12. DEPT CONSENT
   - Not Applicable, Student Specific, Department Consent
   - Print or Non-print
   - Grading (Grad or Pass/No Pass)

13.  

14.  

*Dean signature required only when opening or canceling class(es)

Dept Chairperson
- Signature (required)
- Date

*Dean
- Signature
- Date

Effective Semester/Session
- Year

Registrar Office use only

Signature required when opening an off campus location.

Director, University Accreditation
- Signature
- Date

Revised 12/11/2017
### R5 - Request for Posting Special Title/Topics/Subject

**For use with an existing section**

**Please mark one (only):**

<table>
<thead>
<tr>
<th>Change Title/Subject for Entire Class</th>
<th>Change Title/Subject for One Student Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

**Honors Course:***

- [ ]

---

### Corequisite Course Requests Form R-55

- **Primary Section:**
  - COREQUISITE SECTION(S) OR COURSE(S)
  - ACTIVITY TYPE
    - [ ] CRE
    - [ ] LAB
    - [ ] REC

- **Secondary Section:**
  - [ ]

---

**1. Fill in the primary section number.**

**2. Fill in the corequisite information:**

- [ ] If this course is to be taken concurrently with any section of another course, enter that course.
- [ ] If this section is to be taken concurrently with any lab and/or recitation section of the same course, enter the course and LAB and/or REC as appropriate.
- [ ] If this section is to be taken concurrently with another specific section, enter that specific section.
- [ ] If this section is to be taken concurrently with one of several sections, list those sections.

---

**Notes:**

- [ ]

---

**Revised 12/11/2017**
**Special Consideration Form** – form to justify nonstandard meeting patterns and request specific room assignments. These forms must be completed every semester.

**Regional Preference** – form to indicate the preferred region to schedule classes. These forms only need to be submitted if there is a change.
Request for Special Consideration for 110 - General Assignment Classroom Scheduling

Please note the following:
1. Please contact the Scheduling Office if this course also meets for dates outside the standard Parts of Term published for term.
2. Multiple sections with the same needs may be included on one form.
3. You may supplement this form with a spreadsheet or additional documentation if needed.

Please complete the following:

Department

Term/Session

Class Section(s)

Instructor/Enroll ID

Consideration for:
- Non-Standard Time(s)
- Room Assignment(s)

Special Needs (please be specific and indicate what times, room features or special accommodations are needed. If multiple rooms may meet the needs, please list all rooms that would be viable options for consideration):

Approved

Department Chair

Date

Dean

Date

Regional Preference Form

These are general, higher level subject preferences. For specific section requirements or for instructor accessibility issues please use the specific consideration form.

Please indicate one subject per form:

Subject

Department

Preferred Building

For List of Rooms

Alternative Building/Rooms
EIS (HTTPS://LSPD.UNT.EDU/)

- Provides most up-to-date class information (updates in real time)
- “Training” on SOC EIS pages available upon request
REGISTRAR’S OFFICE REPORTS

- [https://myunt.sharepoint.com/sites/Registrar/Shared%20Documents/Forms/AllItems.aspx](https://myunt.sharepoint.com/sites/Registrar/Shared%20Documents/Forms/AllItems.aspx)
  - Log in with UNT email and password
  - Provides access to Class Listing All, Class Listing Off Campus, Class Compare, and Small class reports for active Spring, Summer, and Fall semesters
  - For access to reports, contact RegIT@unt.edu
AD ASTRA

- Tool to find available classrooms in current and future semesters
- Request classroom reservations for academic-related events
- Separate training required for access
SOC SHAREPOINT WEBSITE

- Digital copies of all scheduling documents
- Log in with UNT email and password