

## *Office of the Registrar*

# *Policy Academic Classroom Scheduling*

### **Policy Sections:**

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### **Policy Description**

The Registrar Room Pool (RRP) is a collection of classrooms assigned by the Registrar's Office for fall, spring, and summer academic semesters. The RRP has rooms all over the campus, from 1462 Clifton Rd (the old Dental building) to the Quad to 1784 North Decatur Rd. The purpose of this policy is to address exactly how the office assigns requested classrooms, and to lay the groundwork for rules and regulations concerning classroom requests for a given term.

### **Applicability**

This policy applies to all Emory University units requesting space in a Registrar Department room for an academic semester.

### **Policy Details**

- The **Registrar's Office** reserves rooms from the RRP for academic classes in the fall, spring, and summer semesters for each academic year.
- There are currently **80 rooms** in the RRP that break down into the following size categories:
  - **24** seats or fewer – **34** rooms.
  - **25-49** seats – **31** rooms.
  - **50-99** seats – **6** rooms.
  - **100-300** seats – **9** rooms.
- The main criterion for assigning rooms from the RRP is first to assign classes that adhere to the college meeting patterns.
  - 50 minute classes, 3 times a week.
    - **MWF** or **TThF** 8:00-8:50am through 5:00-5:50pm.
  - 75 minute classes, 2 times a week.
    - **MW** or **TTh** 8:30-9:45am through 5:30-6:45pm.
- Course offerings from each department should be evenly balanced between the 3 times a week and the 2 times a week blocks. Each department should also distribute classes evenly throughout the day. (See the Process section for a detailed list of time blocks and prime times.)
  - Courses whose meeting time is longer than one block in duration should not be scheduled to begin before 2:00 p.m. MWF or before 2:30 p.m. TTH. **Not observing these guidelines will result in low priority in the assignment of classrooms.**
- Irregular Classes

- Labs, Discussions, Freshmen Seminars – These classes meet once a week and should adhere to the 50-minute or 75-minute time blocks. If a longer block of time is needed, please start on the hour or half-hour and schedule the class to begin after 2:00 p.m.
- Multiple Meeting Patterns (MMP) – Some classes meet four or five days a week with some days being 50-minute classes and others being 75-minutes. These MMP classes should still remain within the appropriate time-block guidelines.
- Classes added after the normal course offering period will be handled as they come in and as space is available.

**Process**

- Time Block Details
  - **50-minute classes** (Prime times in **red**.)
 

a. MWF or TTHF	8:00 – 8:50	f. MWF or TTHF	<b>1:00 – 1:50</b>
b. MWF or TTHF	9:00 – 9:50	g. MWF or TTHF	<b>2:00 – 2:50</b>
c. MWF or TTHF	<b>10:00 – 10:50</b>	h. MWF or TTHF	3:00 – 3:50
d. MWF or TTHF	<b>11:00 – 11:50</b>	i. MWF or TTHF	4:00 – 4:50
e. MWF or TTHF	<b>12:00 – 12:50</b>	j. MWF or TTHF	5:00 – 5:50
  - **75-minute classes** (Prime times in **red**.)
 

k. MW or TTh	8:30 – 9:45	o. MW or TTh	<b>2:30 – 3:45</b>
l. MW or TTh	<b>10:00 – 11:15</b>	p. MW or TTh	4:00 – 5:15
m. MW or TTh	<b>11:30 – 12:45</b>	q. MW or TTh	5:30 – 6:45
n. MW or TTh	<b>1:00 – 2:15</b>		
- Classes should start on the hour or half-hour as listed below:

50-MINUTE CLASSES			75-MINUTE CLASSES	
MON/WED/FRI	TUE/THU/FRI		MON/WED	TUE/THU
	8-8:50	8:00		
		8:30		8:30-9:45
	9-9:50	9:00		
		9:30		
	10-10:50	10:00		10-11:15
		10:30		
	11-11:50	11:00		
		11:30		11:30-12:45
	12-12:50	12:00		
		12:30		
	1-1:50	1:00		1-2:15
		1:30		
	2-2:50	2:00		
		2:30		2:30-3:45
	3-3:50	3:00		
		3:30		
	4-4:50	4:00		4-5:15
		4:30		
	5-5:50	5:00		
		5:30		5:30-6:45
		6:00		
		6:30		

- If the 50-minute or 75-minute pattern is not followed, the result will be a lower priority, which could impact our ability to accommodate the request. We realize there are many seminar classes that cover several hours. Our main request regarding these classes is flexibility. These are difficult to fill if they overlap the prime meeting times, 10am-1pm being an excellent example. Starting a class of this type at 8 or 8:30am or 4 or 4:30pm could be helpful in securing a room.
- A good practice for the faculty is to try and check out their room two weeks prior to the start of a semester. If this cannot be accomplished, the Registrar website now has room photos and videos to show what each room in the Registrar Room Pool looks like.
- If a room does not meet the requirements of technology or seating, we will do our best to move the class. With limited spaces available we may not be able to accomplish this, but we will try.

### Change Request Process

- The **Registrar's Office** will do its best to accommodate requests for classroom changes, but be advised that space is limited and we may not be able to fulfill all requests.
- Here are the typical time periods for submitting change requests. Getting your changes to us as soon as possible is always the best practice. As each beginning-of-term date approaches, more changes are submitted and requests become harder to fulfill.
  - Between course listing and pre-registration.
  - During pre-registration.
  - From pre-registration to the start of the term.
  - From the start of the term to drop-add.
- Room change requests are incorporated into the Course Listing change request form. The reasons for making a room change are listed here in the order they will be prioritized:
  - ADSR – Access, Disability Services, and Resources
    - Classroom change for a disabled student or professor.
  - Enrollment Capacity Change
    - Approval has been granted to expand the size of a class.
  - Instructor Schedule Conflict
    - If a professor has been scheduled to teach back-to-back classes and the classes are across campus.
    - If a professor has inadvertently been scheduled class times that overlap.
  - Instructor Preference
    - If a professor doesn't like a room, for whatever reason (i.e. technology or location), we will attempt to accommodate the change.