

1001 – Spring
1005 – Maymester
1005 – Summer I
1006 – Summer II

110 – Classroom with no
technology
210 – Laboratory
310 – Smart Classroom/
Lectern
410 – Smart Classroom/
Prof needs laptop

Timeline

August 31

Spring, Maymester, Summer I and
Summer II 2010 courses available in
CRSM for updating.

September 21

Preliminary spring edits emailed to
departments

September 23

Preliminary summer edits emailed to
departments

October 6, 11:00 am

CRSM access to spring (1001)
turned off while Registration
Services edits course information

October 8, 11:00 am

CRSM access to spring (1001)
returns. CRSM access to summer
terms (1005 and 1006) turned off
while Registration Services edits
course information

October 9, 1:30 pm

CRSM access to summer (1005 and
1006) returns

October 14

*Spring/Summer 2010 Schedule of
Classes* available on-line.

October 14, 11:00 am

**Rooms released for assignment
by any academic department**

November 2, 7:30 am

Early Registration begins

**After rooms are released on
October 14, all time/room
changes must be submitted via
online Schedule Request Form

Guidelines for Developing the Schedule of Classes

Time Patterns

You must use standard meeting times during the highlighted prime times below. Outside of prime time, we strongly recommend that you observe these time patterns. When class times overlap, it makes building a complete schedule difficult for students. Equally important, final exam times and rooms are assigned ONLY to those courses which begin at standard times.

Fall/Spring (highlighted time patterns indicate prime time)

MWF 08:00 – 08:50 am	MW 05:45 – 07:00 pm
MWF 09:05 – 09:55 am	M or W 05:45 – 08:30 pm
MWF 10:10 – 11:00 am	M or W 06:15 – 09:00 pm
MWF 11:15 – 12:05 pm	MW 07:15 – 08:30 pm
MWF 12:20 – 01:10 pm	TTH 08:00 – 09:15 am
MWF 01:25 – 02:15 pm	TTH 09:30 – 10:45 am
MWF 02:30 – 03:20 pm	TTH 11:00 – 12:15 pm
MW 02:30 – 03:45 pm	TTH 12:30 – 01:45 pm
MW 3:35 – 04:50 pm	TTH 02:00 – 03:15 pm
MWF 03:35 – 04:25 pm	TTH 03:30 – 04:45 pm
MW 04:00 – 05:15 pm	TTH 05:00 – 06:15 pm
M or W 04:00 – 06:45 pm	T or TH 05:00 – 07:45 pm
MWF 04:40 – 05:30 pm	T or TH 06:15 – 09:00 pm
MW 04:40 – 05:55 pm	TTH 06:30 – 07:45 pm
M or W 04:40 – 07:25 pm	T or TH 06:30 – 09:15 pm

Maymester

MTWTHF	03:30 – 06:30 pm and
S	09:00 am – 12:00 noon

Summer I & Summer II

MTWTHF	08:00 – 09:30 am
MTWTHF	09:45 – 11:15 am
MTWTHF	11:30 – 1:00 pm
MTWTHF	01:15 – 02:45 pm
MTWTHF	05:30 – 07:00 pm

Section Number Classifications

Following the prescribed section number classifications below is critical to maintaining and reporting accurate and complete course information.

001 – 149	On-Campus
150 – 199	Maymester
200 – 229	Irregular term on-campus courses *
230 – 249	Irregular term off-campus and Irregular term Internet courses **
250 – 299	Reserved for later use
300 – 399	Laptop required
400 – 499	Off-Campus and Internet courses – <u>normal course dates</u>
500 – 549	Contract #
550 – 599	Contract (Irregular Course Dates) **
600 – 614	Study Abroad
615 – 629	Irregular Study Abroad
630 – 639	Embedded Study Abroad

*Requires a beginning and ending date

#Requires a site identifier – available on the web at:

<http://www.registrar.clemson.edu/pdf/siteids.pdf>

Please remember...

The following section number ranges **DO NOT** roll from previous terms. These courses must be added new each semester.

- Irregular section numbers 200 – 249
- Contract section numbers 500 – 599
- Study Abroad section numbers 600 – 629

Courses needing to be offered at a non-standard time pattern must be scheduled after prime time ends (2:15 MWF and 3:15 TTH). Graduate level courses can carry a non-standard time pattern during prime time however they must be scheduled in a non-university classroom (i.e. lab room, conference room)

Independent study and courses with an “L” lab cannot be offered in Maymester.

Class contact hours must be consistent with University policy. In general, 750 minutes of instruction per semester equals 1 credit hour. Thus a 3-credit-hour course would meet 2,250 minutes per semester. This policy is satisfied with three 50-minute classes or two 75-minute classes per week.

Class rolls are emailed prior to late registration; consequently, professor assignments should be completed before this time to assure their receiving the appropriate roll.

The generic title of a Special Topic course must be replaced with an appropriate one reflecting the nature of the course.

600 level courses **MUST** have a 400 level component. Both courses must be offered at the same time, in the same classroom and with the same instructor.

Schedule Messages

The following types of courses must have messages in the Section Messages field:

Off-campus – location

Irregular course – beginning/ending course dates

Message examples include:

Course dates are January 10 – March 14

Internet course

Meets at the University Center of Greenville

Variable Method of Instruction

Courses that were approved with lecture and lab but can also be taught as lecture only or lab only must be flagged in CRSM. Prior to early registration, Registration Services must be notified of the method of instruction for the specified term.

Extended Courses

Courses that begin in one term and end in another are listed only in the first term. See separate handout on details of scheduling an irregular course or extended course.

Cross-Listed Courses (Parent/Child Courses)

The parent course can be offered without the child; however, the child cannot be offered without the parent. All changes must be made to the parent course except that the assignment of the professor should be made on both parent and child.

Variable Credit Courses

All 891 and 991 courses, independent study courses, and directed studies are examples of variable credit courses. Professors should be assigned to these courses before registration begins. The credit ranges for these courses can be found in the university announcements.

Courses taught at off-campus locations

If a course is not going to be taught on-campus, a location must be entered in the section messages AND a site location code must be entered on the Time/Room/Building screen in CRSM. Site identifiers can be found at <http://www.registrar.clemson.edu/pdf/siteids.pdf> Appropriate section numbers must also be used. Those are found on the reverse side.

Internet Courses

They are considered off-campus. If they follow the regular term, they would be section 400. If they follow different begin and/or end dates, they would be section 230. The site code is 88000. Without this code the course will not be designated as Internet in the On-line Schedule of Classes.

Final Exam Schedule

<http://www.registrar.clemson.edu/html/examSched.htm>

Embedded Study Abroad Courses

Sections falling in this category would be those being offered on-campus but also travelling abroad. Please use section numbers 630 – 639.

Common Testing

Several departments use a common testing period to administer tests to all sections of a course. The list of these courses can be found at

<http://www.registrar.clemson.edu/html/commonTesting.htm>

Test dates for each department can be found at

<http://www.registrar.clemson.edu/html/commTestCalFall2009.htm>

A calendar like the one found at the link above will be available on the Registrar's web site before the start of each term. Use this for room scheduling purposes.