

INSTRUCTIONS: CAS 2016-2017 COURSE SCHEDULE

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IMPORTANT DATES:

Nov 6, 2015	Departmental Chairs submit 2016-17 course information to the Associate Dean for approval by submitting a paper copy of the schedule.
January 15, 2016	Registrar's Office sends a draft of the 2016-17 course schedule to Department Chairs for corrections/changes.
February 5, 2016	Deadline for course schedule corrections and changes submitted to the Associate Dean by Department Chairs.
March 1, 2016	2016-17 Course Schedule will be available online in "Search for Sections"
March 7, 2016	Advising begins for Fall 2016

DIRECTIONS:

Please note: both **fall 2016** and **spring 2017** forms are contained in this one workbook. Use the tabs at the bottom of the workbook window to navigate between the sheets. ***Please use the workbook provided.*** (Information must be typed.)

1. Complete the worksheets for Fall and Spring using the approved time periods. (See attached document on Approved Time Periods.) Fill out the individual worksheets for each semester – please do not combine semesters. Please use only the course schedule worksheets in this workbook. In other words, do not retype in your own format.
2. Be sure that you have added your department's name in the "Department" field at the top of each worksheet.
3. Indicate 200-level courses which are open to first year students by entering "YES" in the "200-lvl FY allowed?" column.
4. If you have a room preference (or type of room preference) be sure to indicate it. We will do our best to accommodate it. Please note that our office cannot remember individual needs or preferences. If no preference is listed, we will use any available room of any type or setup.
5. Physical Education 101 and 102 courses should be listed by **title** so that sections will be in alphabetical order.
6. Print the worksheets. The worksheets are set up to automatically print on **letter size** paper.
7. Have the department chair sign in the approval field. The worksheets will not be accepted without chair approval.
8. Submit the printed worksheets to the Associate Dean. (We highly recommend the department keep a copy.)

APPROVED TIME PERIODS

PERIOD	DAY	TIME
1	MWF	8:00-9:00
1/7	M-F	8:00-9:00
2	MWF	9:10-10:10
3	MWF	10:20-11:20
4	MTWTHF (or MWF)	11:30-12:30
4/5*	TTH	11:30-1:00
5	MTWTHF (or MWF)	12:40-1:40
6	MWF	1:50-2:50
7	TTH	8:00-9:30am
8	TTH	9:40-11:10
9	TTH	1:50-3:20
10a	M	3:00-4:30pm
	TH	3:30-5:00pm
10b	M	3:00 - 4:30pm
	W (or W/F)	3:00 - 4:30pm
10c	M	3:00 - 4:00pm
	W	3:00 - 4:00pm
	F	3:00 - 4:00pm
11	<i>DISCONTINUED</i>	
12	M or W or M & W	6:00-9:00pm or 7:00-10:00pm 6:00-7:30pm or 7:00-8:30pm
13	T or Th or T & Th	6:00-9:00pm or 7:00-10:00pm 6:00-7:30pm or 7:00-8:30pm

* 4/5 TTH approved for 300 and 400

level classes only.

Please note that if you schedule one instructor for both periods 10a and 10b on W/F the instructor will have a scheduling conflict for finals. We recommend that you do not do this.

Evening classes:

Two meetings per week:
6pm - 7:30 or 7pm - 8:30
either MW or TTH

One meeting per week:
6pm - 9pm, or 7pm - 10pm
M, T, W, or TH

(Add compensatory time if a break is taken.)