

Class Ordering Guidelines

New Class Orders (beginning Spring Semester 2019 (2191))

- Class orders are due approximately 3 weeks prior to the published UC class orders deadline – see [“Working” Calendar](#). This allows for late submissions, Department Chair approval, and manual data entry. UC Clermont deadlines will be emailed to the faculty and posted on SharePoint.
- Meagan Schalk will provide spreadsheets each semester containing previous class status information to assist each department with class orders. The spreadsheets will be saved in the [OneDrive folder](#) each semester.
- Faculty/Area Coordinators – Please submit your class orders directly to your Department Chair.
- Department Chairs - As the final approval for all class orders, the Department Chair is responsible for combining all class orders into the spreadsheet provided and emailing to Meagan Schalk for processing. Hard copies of class orders will not be accepted.
- [Flex Class Orders](#) – process remains the same. Syllabi and signatures required. **Do not include FLEX classes on the class order spreadsheet.*
- [Independent Study and Individualized Study](#) – process remains the same. Syllabi and signatures required. **Please include class on the original class order submission. The class section will be processed once syllabi and signed forms have been received.*

Class Additions and Changes

- Faculty/Area Coordinators - Please submit additional class orders and/or changes directly to your Department Chair.
- Department Chairs - As the final approval for all class orders, the Department Chair is responsible for emailing Meagan directly with any additions or changes once the original orders have been submitted. Additional forms are no longer necessary. Email notifications will be retained as paper trail of the request.
- Meagan will continue to notify students of day/time changes, cancellations, etc. via email. Emails will only be sent in the event of a location change once the semester begins.

Questions?

Please contact your Department Chair or Meagan Schalk with any questions or concerns.

Classroom Scheduling Guidelines

- Academic courses have priority in classroom scheduling over all other activities.
- Classrooms are assigned each semester approximately 2 weeks prior to the term beginning.
- Classroom schedules will be posted by the Friday prior to the term beginning.
- Every effort is made to assign an instructor’s classes near their other classes, if possible.
- If you experience technology/facility issues, please contact IT/Facilities to resolve issues prior to requesting a classroom change.

Classroom Assignment Workflow

- Classes that require specific classroom/lab space are assigned first;
- Classes are assigned based on maximum enrollment and room capacity;
- Classroom requests are then taken into consideration.