

Course Scheduling – NTC – DRAFT 2021-2022

Due Date *	Term(s)	Task	Responsible Party	Notes
During the Month of September		<ul style="list-style-type: none"> <li>Prepare Distance and Campus General Edu schedule</li> </ul>	General Edu Division Chair	Division Chair will collaborate with other Division Chairs and or program faculty for input.
October 12 <sup>th</sup>	F, S, SS	<ul style="list-style-type: none"> <li>Send draft General Edu schedule for campus and online to Division Chairs and program faculty</li> </ul>	General Edu Division Chair	During this time Division Chairs and faculty will review the schedule. Any revisions and/or additions will be communicated to their Division Chair.
November 2 <sup>nd</sup>	F, S, SS	<ul style="list-style-type: none"> <li>Revisions and/or additions are communicated to General Edu Chair</li> <li>Both online and campus General Edu schedules are updated with requested revisions</li> </ul>	Division Chairs General Edu Division Chair	
November 9 <sup>th</sup>	F, S, SS	<ul style="list-style-type: none"> <li>General Edu draft online and campus schedule is forwarded to the Deans for final approval.</li> </ul>	General Edu Division Chair	
November 30 <sup>th</sup>	F, S, SS	<ul style="list-style-type: none"> <li>Deans forward to Division Chair the online &amp; campus approved General Education schedule.</li> </ul>	Dean of Nursing & Human Services Dean of Skilled Trades, Business & Industry	Faculty will work with Division Chairs to identify course offerings for their department.
December 21 <sup>st</sup>	F, S, SS-Online	<ul style="list-style-type: none"> <li>Online faculty will submit a draft schedule for Fall, Spring &amp; Summer to their Division Chair</li> <li>Division Chairs will forward online schedule to Deans</li> </ul>	Online Faculty Division Chairs	Online faculty will identify their requested classes to teach for Fall, Spring & Summer.

January 11 <sup>th</sup>	F, S, SS-Online	<ul style="list-style-type: none"> <li>Deans will submit online schedule to Registrar, Admin Assistant &amp; Distance Minnesota</li> </ul>	Deans	Online schedule will include assigned unlimited faculty.
January 18 <sup>th</sup>	Online F, S, SS  F-Campus	<ul style="list-style-type: none"> <li>Faculty will submit a draft of Fall schedule to Division Chair with their identified classes to teach</li> </ul>	Faculty	Faculty will identify their courses and request room assignment.
February 8 <sup>th</sup>	F-Campus	<ul style="list-style-type: none"> <li>Division Chairs submit Campus draft schedules to appropriate Dean with CC to Admin Assistant</li> </ul>	Division Chairs/ Faculty	Use the appropriate file when filling out schedules.
February 22 <sup>nd</sup>	F-Campus	<ul style="list-style-type: none"> <li>Deans submit Final Fall schedule to VP, Admin Assistant, and Registrar</li> </ul>	Dean of Nursing & Human Services Dean of Skilled Trades, Business & Industry	Campus schedule will include assigned unlimited faculty.
February 22 <sup>nd</sup>	S, SS-Campus	<ul style="list-style-type: none"> <li>Faculty submit draft Spring and Summer schedules to Division Chairs</li> <li>Division Chairs submit to Deans</li> </ul>	Faculty  Division Chairs	Faculty identify requested Spring classes if they have not already. NOTE: Summer classes will be assigned once rotation has been completed.
March 15 <sup>th</sup>	F-Campus  F, S, SS-Online	<ul style="list-style-type: none"> <li>Fall schedule for campus is available for faculty to review</li> <li>Fall, Spring, &amp; Summer schedule for online is ready for faculty to review</li> </ul>	Registrar	Schedule will be viewable by Division Chairs & Faculty for suggested modifications.
March 29 <sup>th</sup>	F-Campus & Online	<ul style="list-style-type: none"> <li>Fall Schedule is available for student viewing</li> </ul>	Registrar	
April 1 <sup>st</sup>	F-Campus & Online	<ul style="list-style-type: none"> <li>Fall Registration Begins</li> </ul>	Records/ Faculty/ Students	April 1 registration day stays the same even if it falls on a weekend.

April 5 <sup>th</sup>	S, SS-Campus	<ul style="list-style-type: none"> <li>Dean submits Final Spring and Summer schedule to VP, Admin Assistant, and Registrar for input</li> </ul>	Deans Registrar	
April 19 <sup>th</sup>	S, SS-Campus & Online	<ul style="list-style-type: none"> <li>Spring and Summer schedule for Campus and Online are available for faculty to review</li> </ul>	Division Chairs/Faculty/Deans	
April 26 <sup>th</sup>	S, SS-Campus & Online	<ul style="list-style-type: none"> <li>Spring and Summer schedule is available for student viewing</li> </ul>	Students	
October 15 <sup>th</sup>	S, SS-Campus S, SS-Online	<ul style="list-style-type: none"> <li>Spring and Summer Registration begins</li> </ul>	Records/ Faculty/ Students	October 15 registration day stays the same even if it falls on a weekend.

On-going – \*Dates listed under “Due Date” are the last acceptable dates for submission and/or review.

1. Course schedule timeline will be updated and revisited at the end of each academic year by Deans, and Division Chairs. The updated course schedule will be presented to Shared Governance during Fall startup. Once approved MSCF president will send out to Deans and Faculty.
2. Adding a course to the schedule – Division chair will make request to appropriate Dean, with CC to Admin Asst.
3. Course day/time changes – faculty requesting changes will submit to Division Chair. Division Chair will forward request to appropriate Dean, with a CC to Admin Asst.
4. Course Room Changes – faculty request a room change via email to Deans and CC [records@ntcmn.edu](mailto:records@ntcmn.edu) for consideration.
5. Adding 2 seats over the cap – request goes to [records@ntcmn.edu](mailto:records@ntcmn.edu) - staff will reach out to faculty member with the request and if approved, update the cap.
6. Low enrollment courses – Deans will start reviewing courses one month prior to the beginning of the semester. Deans will contact assigned faculty prior to course cancellations/stacking for suggested input. Deans will notify faculty of course cancelations.