

Scheduling of courses and assigning classrooms

Schedule building process

The Assistant Registrar informs chairs and directors the number of courses they may schedule per time period, additionally departments are given a number of points to “spend” on course times for each semester. The points for each time period are determined by the Registrar each year (based on frequency of use of time periods in the previous academic year) to encourage the spreading of classes across the day and week. The natural science departments are asked to coordinate their class schedules and room requests to avoid both student scheduling conflicts and room assignment conflicts in the science quad.

The Assistant Registrar will enter all class grids from departments/programs. Once this is complete, a review of the distribution of courses across time periods will occur. The Registrar will send a list of courses outside the allotted number for departments/programs to the Associate Provost to discuss; the Associate Provost will contact departments that need to make adjustments.

If a department oversubscribes to a time period, the Registrar will ask departments to reschedule classes. Although these requests are generally only successful for newly hired faculty, she may ask other faculty members to make a time change.

Room assignment process

The Assistant Registrar pulls a list of courses sorted by time period then classroom requested and checks for room conflicts. Whenever possible, the Assistant Registrar assigns all faculty members to classrooms they have requested. The Assistant Registrar first allots rooms for a first course for each department/program listed for that time period before looking at a second course at the same time periods. Priority is given to classes with the largest enrollments and classes that meet three meeting times per week over those that meet twice or once, and two times over those that meet one time per week.

When two or more faculty members have requested the same room for the same time, the Registrar must assign at least one class to a different room using the following criteria:

1. Whether or not the class requires equipment or specific audio visual facilities that are available in the space in question.
2. Is the classroom more appropriately sized for one class or the other?

Announcement of classroom assignments

After room assignments are completed and have been posted to the Registrar’s Office web page under Schedule of Courses, an announcement is made to the faculty describing how faculty members should request changes in assigned rooms (providing the reason they are requesting the room change (--e.g., their enrollment numbers, AV needs).

Registrar's Office Procedures for Room Change Requests

Please be aware that when fulfilling room change requests, first priority will be for classes with accessibility issues. The Assistant Registrar will only make changes to classroom assignments if a requested or other suitable room is open. Faculty who want a room that is not available are asked to contact their colleague to discuss a switch of rooms.

Last priority will be given to faculty members who have been assigned the room requested by the instructor during the schedule building process.

Reasons for requesting room changes: Inappropriate layout (seminar versus lecture hall) and AV/equipment. It is essential that a faculty member contact the Registrar's Office regarding classroom availability before increasing class size beyond the limits of their assigned classroom.

Faculty will be asked to request classroom changes through this Google form:

<https://docs.google.com/a/kenyon.edu/forms/d/1LXhHoJrcINNG8Fgain6ioGtVqKBa-jo-lkHJilM8CEk/viewform?formkey=dGpBNnpZYzIQclVEeTRaR24wSoE1Ync6MQ#gid=0>