

Course Section Scheduling Requirements

- All departments are strongly encouraged to keep the following guiding principles in mind when managing, supporting, scheduling, or using classrooms at the University.
- As with all types of space at the University, classroom space is a valuable resource that belongs to the institution. The Provost has deemed the Registrar as the steward of instructional space and is responsible for ensuring that this space supports the academic needs of the University.
- Deans, directors, department chairs and the University Registrar are responsible for ensuring that all classrooms are scheduled efficiently. Departmental Schedulers should be trained in scheduling procedures. Course section scheduling tutorials are available on the Office of Registrar's website <https://registrar.ecu.edu/scheduling-courses/>.
- All general-purpose classrooms (room code 110) need to be shared to support the broader teaching and learning needs of the University.
- Classrooms and other instructional spaces may be allocated to individual departments, but the assignment is not considered permanent. The space may be reallocated by the Registrar's Office as the needs, priorities, and demands of the University change.
- Credit-bearing courses, their exams, and required class events have scheduling priority over all other activities that require the use of classrooms.
- The Office of the Registrar is authorized to schedule classes and final exams in any available general-purpose classroom (room code 110) to accommodate the broader academic needs of the University.
- All departments should plan to distribute classes across all days of the week (Monday – Friday). Please reference Faculty Senate Resolution #13 26: (<https://www2.ecu.edu/facultysenate/committee/ca/settinguniversitycalendars.pdf>).
- Departments are responsible for adhering to all University policies and procedures that prohibit discrimination. ECU is making affirmative efforts to accommodate qualified individuals with disabilities. Such efforts include elimination of physical barriers and the provision of individual accommodations. Our goal at the University is to promote institutional programs and employment practices that are accessible to all individuals with disabilities.
- Departments must have prior, written approval from the Dean when requesting a change in class status from face-to-face instruction to on-line instruction after students are registered for a face - to-face section.