Course Scheduling Development
TAMU-CC College of Education and Human Development

Department chairs are responsible for developing course schedules in accordance with the guidelines and dates provided by the Office of the University Registrar (“Registrar”).

Schedules are developed to accommodate the course availability needs of day, evening, and online students. Accordingly, Department Chairs maintain year-to-year or multi-year schedules and enrollment histories to assure predictable frequency of course offerings and appropriate rotation among day, evening, and online offerings. In addition, the Registrar has established the following distribution rules for each college:

A study of enrollment history is necessary to assure that the scheduling process considers minimum class sizes as an aspect of the efficient deployment of faculty and space utilization. Faculty load and number of preparations are also considered in developing the schedule.

In scheduling graduate courses, department chairs should work closely with program coordinators and teaching/advising faculty who aware of their class scheduling needs.

The schedule development process begins when the Department Chair provides a recommended schedule to faculty and requests their suggestions and preferences regarding course, instructional method, and class meeting time. The chair then revises the schedule to help accommodate faculty and students and solicits comments from department faculty before submitting it to the Associate Dean and program coordinators. While the final recommendations from the chair consider faculty preference, they are based primarily on the scheduling needs of students.

The Dean is responsible for final decisions in consultation with the chairs regarding time and room conflicts. The final schedule is provided to faculty and submitted to the Registrar. Course schedules may change after the Registrar runs the course schedules for the University.