Policy: Policy 3-7-1: Instructional Space Scheduling Policy Date Adopted: Feb 07, 2017

Department: Academic & Student Affairs Contact: Scheduling Coordinator

Statement: Scheduling classes within standard start/stop times, will allow for better space utilization and flexible scheduling for students. The target fill for each classroom is at least 60%. Standard meeting patterns allow for students to have maximum registration options and full use of classroom spaces.. Non-standard scheduling is allowed only by approval of the Academic Director for the Division.

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Section 1: Scheduling Classes in Alignment with Room Size

* Classes will be assigned locations based on their enrollment numbers prior to the start of the semester.
* Classes initially scheduled in a room that does not meet the capacity may be moved to a smaller classroom.

Section 2: Western Nevada College Non-Credit Instructional Use

* Non-credit classes are scheduled after the credit schedule has been assigned each semester.

Section 3: Scheduling Classes in Standard Meeting Patterns

* Departments follow standard meeting patterns for all undergraduate classes scheduled. Room assignments for classes scheduled outside of the standard class times will be assigned after the batch scheduling.

Section 4: Room Preferences and Classroom Changes

* All room changes must be coordinated through the Academic Scheduling Coordinator with approval from the Division Director.
* Room scheduling acceptable preferences:
  + Specific equipment
  + Interactive video classroom
  + Lab space specific to discipline
* Rooms are reservable college wide unless specific equipment is required and exists only in one room (e.g. chemistry, physics, nursing labs, or AUTO).

Date(s) Revised Date(s) Reviewed

4/9/2024