



Shady Grove Center Scheduling Policies and Procedures

Course and room scheduling procedures at the Shady Grove Center are governed by the following objectives:

1. Make efficient use of Center facilities on behalf of the programs offered through the Universities at Shady Grove (USG). Maximize service opportunities to the region in the use of Conference and Event Services at the Shady Grove Center.
2. To accommodate the specific needs of matriculated students and programs in USG day and evening programs.
3. To encourage and support collaborations and partnerships across USG partnering institutions designed to expand course offerings opportunities, support greater curricular and financial effectiveness and enhance students' educational experience.
4. To support experimentation and flexibility in course offering formats designed to increase student accessibility and access to Shady Grove programs.

Exceptions to course and room scheduling policies, procedures and agreed upon scheduling formats must be approved by the Executive Director of the Center or his/her designee.

In order to maximize classroom usage and room coordination, classes will be offered in a twice a week for 1.5 hours or once a week for 3 hours format where appropriate. Classes should be based on the following time schedule:

Once a Week	Twice a Week	Three Times a Week(M/W/F)
8-10:45	8- 9:15	8:00- 8:50
11- 1:45	9-30- 10:45	9:00- 9:50
2- 4:45	11:00- 12:15	10:00- 10:50
6:30- 9:30	12:30- 1:45	11:00- 11:50
	2:00- 3:15	12:00-12:50
	3:30- 4:45	1:00- 1:50
	5:00- 6:15	2:00- 2:50
	6:30- 7:45	3:00- 3:50
	8:00- 9:15	4:00- 4:50
		5:00- 5:50
		6:00- 6:50
		7:00- 7:50
		8:00- 8:50
		9:00- 9:50

The following guidelines and procedures document the course scheduling process:

- 1) Classes to be offered at the Shady Grove Center should be submitted to the Executive Director or his/her designee using the form supplied on the next page.
- 2) All credit bearing courses should meet approved program curriculum and educational objectives of the partnering USG institutions. The Executive Director or his/her designee will attempt to accommodate special requests such as computer room usage, small or large class sizes, room layout, audio-visual needs, etc.
- 3) Room requests should be received by the following deadlines to insure prompt consideration and to have a higher priority in scheduling:

Fall Semester	April 1
Jan/Winter Term	October 15
Spring Semester	October 15
Summer Session	February 1

- 4) Room requests submitted after established deadlines will be based on a space available basis.
- 5) If an institution decides to cancel a class, they must notify the Center's designee in writing in order to free up the room for other usages. Each program is responsible for notifying the Shady Grove Student Services office whom will provide assistance in notifying all registered students of the cancellation.
- 6) Once an institution has submitted their proposed schedule, any changes an institution decides to make to a class offering, such as another day or time, must be submitted in writing. The designee will attempt to make accommodations but no guarantees can be made. Additional charges may be assessed to handle administrative costs.
- 7) The designee will work with an institution to come up with a reasonable accommodation in the case of courses being cancelled due to inclement weather, an emergency or natural disaster.

Dues Dates for Submitting Class Schedules and Book Orders

- February 1: Summer semester classes
- April 30: Fall semester classes
- May 6: Fall book orders
- Oct. 15: Spring semester classes
- Nov. 11: Spring book orders due

Class Scheduling Template

Electronic file will be sent via email. Excel spreadsheet:

- USG Class Scheduling Template 0206.xls