



Standard Operating Procedure

Procedure Title: Course Schedule Development

Procedure #: AA.003

Revision #: 002

Unit Responsible: Academic Affairs

Individual Responsible: Director of Academic Operations

Effective Date: 10/28/2022

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***Does this procedure support a Board Policy? No**

If yes, identify: n/a

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria? Yes**

If yes, identify: [3C, 4C](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation? No**

If yes, identify: n/a

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Course Schedule Development

1. Purpose

The purpose is to document the process for course schedule development, help provide consistency in the process from one division to another, and ensure that faculty are involved in the course development process.

2. Scope

This Standard Operating Procedure (SOP) describes the process for the course schedule development for credit courses within Arts & Sciences (A&S), Health and Human Services (HHS), and Technical Careers (TC) divisions.

3. Prerequisites

n/a

4. Responsibilities

The individuals responsible for this process include:

- Director of Academic Operations
- Academic Coordinator (A&S Division)
- Lead Support for the departments (HHS and TC Divisions)
- Program Directors
- Program Faculty Chairs
- Schedule Coordinators for the divisions

5. Procedure

1. Director of Academic Operations (DAO) completes the section roll in the student information system (SIS) to migrate course sections from one semester to the same semester in the upcoming year (e.g., Fall 2022 to Fall 2023). This step reduces the amount of time required to create semester sections.
2. The schedule coordinator or lead support revises the sections (removes rooms, etc.) and generates a schedule development report. That information is distributed to the program faculty chair (PFC) or program director (PD), along with other schedule documents and a timeline for completion.
3. Department Academic Coordinator/PFC/PD works with program faculty to adjust the section offerings for the upcoming semester. Decisions on the section offerings are based on current enrollment and program pathways. PFC/PD returns completed schedule to lead support or schedule coordinator.
4. Lead support or other staff in the divisional office input the new or revised section information in the SIS.

5. The schedule coordinator proofs the schedule to make sure sections are correct, checks pre-assigned rooms, pre-assigns other rooms as needed, and makes sure the data is ready for the room run.
6. In preparation for the room run and registration, the DAO runs data checks to ensure that room assignment codes were added and are correct, that the section schedule type, campus, and building are accurate, that attributes have been assigned, etc.
7. The DAO imports the data from the SIS to the scheduler system and completes the room run process to assign rooms to the sections. The schedule coordinators review the results and make adjustments, and the process continues until the import process is turned off. Manual adjustments in the scheduler system are required after the import process is turned off.
8. Error and warning reports are generated, and the DAO reviews the data and condenses it in order to provide feedback to the schedule coordinators.
9. The schedule coordinator makes any adjustments needed, inputs subject and course notes, proofs sections notes, and adds course fees as needed (section-specific fees for variable course fees).
10. The schedule coordinators and lead support staff continue to modify the course schedule throughout the semester to account for scheduling errors, course cancellations, increased enrollment, late start section creations, and cancellations, etc.

6. Reference

n/a

7. Definitions

n/a