



# EMC Instructional Services

## Class Scheduling Guidelines

Created 10/31/2017; Updated 8/29/2018

**Purpose:** To standardize class scheduling business processes for EMCC to ensure that all learners have access to accurate and up-to-date class schedules. To provide support, resources, and training to faculty and staff in the development of class schedules for students.

Instruction Modes   Types of Classes .....	2
Required Class Times .....	2
Standard Class Dates.....	3
Room/Space Utilization .....	3
Off-Peak, Weekend, and Campus Closed Scheduling Guidelines .....	4
Offsite Classes .....	4
Changing Grading Basis.....	4
Department Consent.....	4
Final Exams.....	4
Combined Sections .....	5
E-Learning Pilot Courses .....	5
Guideline for Adding a Class .....	5
Division Schedule Building .....	5
Special Cohorts.....	6
Default Class Capacities .....	7
Change Course Enrollment Capacity Limit.....	7
Waitlists .....	8
Course Fees .....	8
Class Association Requisite .....	9
Concurrent Enrollment Class Options.....	9
Class Notes .....	10
Cancelling a Class .....	10
Tentative/Ghosting .....	11
Priority Registration vs. Open Registration.....	11

## Instruction Modes | Types of Classes

EMC only uses the following modes of instruction for classes:

- **In Person (P):** Mode of instruction where a student is physically present for class.
- **Hybrid (HY):** Mode of instruction combining in person and distance learning with classes generally scheduled 50% in person and 50% online.
- **IN (Internet):** Mode of instruction is distance learning with classes delivered online.
- **Independent Study (IS):** Mode of instruction where a student may meet with an instructor and then work independently of the instructor, or classroom, and not necessarily with any type of Distance Learning. These include Internship classes. **All IS classes need to be approved by the Dean and created by Instructional Services.**

## Standard Class Times

(Approved by AIT in September 2008)

**Prime Time Classes:** The peak morning (7:00 a.m.- 1:00 p.m.) and evening (6:00 p.m. – 10:00 p.m.) time frames when most students attend classes.

**Approved Day and Time Sequences:** Conforming to standard day and time procedures is recommended whenever possible when using either a general purpose or specialized classroom space. The time a class meets depends on how many periods are listed in the District course bank for that class, not the number of credits. "Contact hours" is synonymous with periods and is defined as "the period of time of at least fifty (50) minutes in duration, that students are actually in a learning setting supervised by an instructor". The majority of three (3) credit classes are required to meet for three (3) 50-minute periods per week for a course offered during a standard 16-week semester. The **Required Time Class Must Meet** online charts can be used for determining the required contact time of any course and are accessible at <http://www.estrellamountain.edu/academics/instructional-services/scheduling-resources>.

1. Classes during daytime prime times (7:00am-1:00pm) will use the MWF/TR scheduling option.
2. Classes during afternoon or evening prime times (1:00pm-10:00pm) will use the MW/TR scheduling option.
3. Hybrid classes will be scheduled to efficiently utilize space (i.e. Tuesday hybrids, should be scheduled with a matching Thursday hybrid)
4. Science, Culinary (KOM C 109), Nursing and Labs may schedule in a format that allows students flexibility in scheduling to minimize trips to campus and to minimize students being blocked from other prime time classes.
5. Non-standard classes result in inefficient use of extremely limited classroom resources and complications for students trying to put a schedule together. Non-standard time sequences will be approved on a case-by-case basis based on the need. Whenever possible the time selection should be done in a way that will accommodate student schedules, adhere to standard start times, and create the most efficient use of classroom space.

**Passing Time between Classes:** A classroom is shared during the 10-minute passing time between classes. For example, if a class finishes at 8:50 a.m. the next 10 minutes are shared in getting students and faculty from the first class out of the room and the students and faculty for the next class into the room. The Time Sequence Table is a listing of acceptable day and time combinations. These are the times assigned to classes, so if a class is offered MWF 8:00-8:50 a.m. that is the amount of time allowed for the class meeting. The lecture cannot go beyond this 50-minute time period because it is then cutting into the passing time, which will cause problems for students who need to get to a 9:00 a.m. class and will not allow the next class to start on time. To confirm the time of your class and determine the passing time you are sharing, please refer to the Schedule of Classes. Conforming to this procedure is required to allow enough time for classes to move in and out of rooms in a timely manner. **Exceptions may occur with approval from Instructional Services.**

## Required Class Times

Required class times are based on the contact hours, or periods of a class. Every period/contact hour is equal to 15 hours of instruction over the length of the semester, or 50 minutes each week for 15 weeks. The periods/contact hours do not include the required Final Exam times for the 16 week classes. Final Exams are scheduled as 1 hour and 50 minutes during the 16<sup>th</sup> week (Spring) and 17<sup>th</sup> week (Fall) for full-term classes.

The **Required Time Class Must Meet** online charts can be used for determining the required contact time of any course with any number of periods/contact hours, and is accessible at:

<http://www.estrellamountain.edu/academics/instructional-services/scheduling-resources>.

### Day and Evening Class Designations

**Day Designation:** Classes meeting Monday-Friday starting before 4:00pm; Online/Internet classes; and Independent Study classes; are coded as DAY.

**Evening Designation:** Classes meeting Monday-Friday starting at 4:00pm or later, and Saturday and Sunday classes, are coded as EVENING.

### Standard Class Dates

**Regular Classes:** All classes will be offered within the term dates as indicated on the Academic Calendar. Classes cannot meet outside the term dates as this may impact financial aid and veterans' eligible students.

**Online Classes:** All classes will be offered within the term dates as indicated on the Academic Calendar. All online classes will start on Monday, except when Monday is a holiday, they will start on Tuesday. Classes cannot meet outside the term dates as this may impact financial aid and veterans' eligible students.

**Flex Start (a.k.a. Fast-Track, or Accelerated) Classes:** EMC allows short-term classes in the following formats: 10-weeks, 8-weeks or 5-weeks sessions. No other short-term options will be available in order to support the elimination of late registration to improve learning and to maximize space utilization. Short-term dates will be provided to Divisions for each semester. **If offering short-term classes, the appropriate class note of #0057 must be added to all classes.**

### Room/Space Utilization

The following college classroom space management policies and procedures are used to enhance our ability to utilize classroom spaces more effectively.

**Stewardship of Space, Rooms & Scheduling:** All EMCC facilities may be assigned and reassigned to serve the institution's overall priorities and needs to efficiently use space. Divisions are allocated preferred classrooms because some courses require specialized equipment, layouts or technology/software (i.e. Labs, Art). Divisions should only schedule within these assigned rooms during their schedule building time period of a specific semester. Divisions should schedule all classes into the priority rooms. No classes should be left without a room during the schedule building time period. After the Instructional Services department formally closes the SIS schedule building to the Divisions, the Instructional Services staff is responsible for assigning classes and events to any and all open, available classroom spaces on campus (except for designated/restricted and specialized spaces).

**Room Usage Priority:** Priority is given to the following types of events in order:

- Credit classes
- Lab Prep (e.g. science labs, culinary, etc.)
- Open Labs (e.g. computing, business, etc.)
- Non-Credit Classes
- Standing campus meetings
- Campus meetings and events\*
- Rentals, Offsite Requests\*

#### \*Reservation Dates and Timelines

Reservations require a minimum of a 24 hour notice. If requesting an event for the same day, requests must be submitted to DL-EMC-EventRequests and must include the following details. Please note, that a space is not confirmed until the appropriate scheduler and/or administrator reviews and approves the request and a confirmation is assigned.

Reservations are only being accepted for the following dates and times. If your event is in the future, please hold the request until the 25Live Admins open these dates for reservations.

**Conference Rooms and Outdoor Spaces – 0-6 months (general requests)**

**Classrooms – When registration opens for that term (i.e October for Spring; March for Summer and Fall)**

**Vehicles - When registration opens for that term (i.e October for Spring; March for Summer and Fall)**

### **Off-Peak, Weekend, and Campus Closed Scheduling Guidelines**

Due to reduced security coverage during off-peak, weekends, and campus closures; event and class schedules need to be centralized and/or accessible through outdoor locks. This will reduce the need to have security monitor multiple spaces across campus.

Any class or event occurring during times when the campus is closed will require permission by College Police prior to being scheduled. All other off-peak and weekend events and classes will be scheduled as follows:

- Classrooms with outdoor locks (i.e. Montezuma)
- Estrella Hall classrooms during Business Hours : <https://www.estrellamountain.edu/library/hours>
- Ocotillo Hall, classes within the same wing first.

This applies to all events and classes on Saturday's, Friday evenings after 4pm, and Term Intersessions.

NOTE: When campus is closed (outside of normal business hours) HVAC is shut off in those buildings. If an event is happening outside of normal campus hours, please submit a helpdesk ticket to Facilities notifying them HVAC will be needed.

### **Offsite Classes**

Any course (credit, non-credit, or clock) that is being offered at a location other than the approved campus locations, must ensure that proper agreements are in place prior to creating, promoting, or holding any classes off-site. Please contact the Director of Fiscal Services for verification of agreements, or to initiate a new agreement for an off-site location.

Notifications must also be sent to respective Dean, VP of Learning, Coordinator of Curriculum and Scheduling, Financial Aide Director, Accreditation Liaison Officer, and Public Safety prior to offering a program or class at an offsite location.

***See EMC Offsite Locations guidelines on Compliance SharePoint.***

### **Changing Grading Basis**

Changing a grading basis on a class is permissible when requested by the faculty and/or Division Chair. Instructional Services processes all changes for grading basis.

### **Department Consent**

Department Consent is used in SIS for the following types of classes, which prevent students from being able to self-enroll in a class and will require the consent of the Department and Enrollment Services to enroll the students.

- Nursing Classes – require permission into Nursing program/courses
- Independent Study Courses – for specific students only
- Honors Classes – for Honors students only
- Specific Cohorts (i.e. ACE, HOOP, Gallery 37, APS, AACE, etc) – specific group of students only

### **Final Exams**

Final exam times for all regular term classes will take place during the 16<sup>th</sup> week in Spring and 17<sup>th</sup> week in Fall. No final exams for Summer classes. Final exams are scheduled one day for 1 hour & 50 minutes during the week of finals based on the schedule of the class. Please refer to the **Final Exam Calendar** posted each semester for specific dates, and times.

Should there be any conflicts with final exams, faculty should notify their Division Chair. Science classes will take exams based on the start time of the lecture section. No final exams for labs.

### **Friday, Saturday, or Sunday ONLY Classes**

Final exam times for classes that meet on Friday, Saturday or Sunday only, should be scheduled for the last regular class meeting. Last regular class meetings occur the Friday, Saturday, and Sunday before the week of finals.

### **Flex Start Classes/Short-Term Classes (5 week, 8 week, and 10 week classes)**

Final exam times for short-term classes (meeting less than 14 weeks) will be scheduled during the last class meeting date as indicated on the class schedule. \*Short-term/flex start classes do not meet during the week of finals for fall semesters only. Second 8-week classes meeting in Fall semesters will not meet during finals week, however second 8-week classes meeting in Spring semesters will meet during finals week. Please refer to the **Final Exam Calendar** posted each semester for specific dates, and times.

### **Hybrid Classes & Nonstandard Class Meeting Times**

Final exam times for hybrid and other nonstandard classes should be scheduled during the last regular class meeting. Most hybrid classes will not meet during the week of finals: however, some classes may require final exams during the week of finals and/or may require an online final exam. If additional in-person time for final exams is required, faculty should notify their Division to request space for the final exam.

**Combined Sections:** Combining sections allows the linking of two or more separate classes that are being offered as one class meeting- they are held in the same facility (room), at the same time, with the same instructor. Students are only able to register for one section when the classes are combined.

Combined sections are used to combine public classes with a special cohort of students. For example: Honors, ACE, HOOP, AAEC, APS and other related courses that have shared enrollment with a public class, will be created as combined classes in order to track enrollment in the public and cohort sections separately. **All combined sections will be created and maintained by Instructional Services.**

**E-Learning Pilot Courses:** The first semester a newly developed hybrid or online course is offered, it is done so as a pilot. If the faculty member chooses, this pilot may have a cap of 24 students and an E-Learning note code is added. The cap is then replaced by the standard cap for that particular course (e.g. ENG101 has a standard cap of 25), starting with the second semester that course is offered. The purpose of the cap of 24 for the first semester a newly developed hybrid or online course is offered: To allow for the assessment and revision of the newly developed course and its initial instructional practices. After the first semester it is offered, the newly developed course becomes a Course Master. (Guideline added 11/10/2014, Updated Cap Limit per email from Dean Weber on 11/21/2016)

### **Guideline for Adding a Class**

(Approved by AIT in November 2013)

Classes can be added to the schedule up to one month before the class start date. Late-start classes can be added as long as students have at least one month to register.

Exceptions:

1. If all day sections or evening sections are full, a class may be added less than one month before its start date.
2. If a class has a waiting list, and another room is available at that same time and on those same days, a class may be added less than one month before its start date.
3. Other exceptions as approved by Dean (e.g. Independent Study, Internships)

### **Division Schedule Building**

At Estrella Mountain Community College, the process of building class schedules for student enrollment is shared between the Divisions and Instructional Services. Divisions have approximately two-three months (shorter for summer

terms) to make all necessary changes in schedules for future terms. After the initial editing is completed by the Divisions, any additional changes to the schedule are done by Instructional Services to ensure accuracy. EMC class schedules are rolled from one year to the next. For example, the spring classes from one year will roll to the spring classes for the next (e.g. spring 2014 to spring 2015).

- Only 'ACTIVE' classes as of the date of the rollover (usually the end of the first month of classes for current term) – cancelled, tentative, and stop enrollment classes do not roll from year to year.
- Special cohorts (i.e. AAEC, ACE), Dual Enrollment, and Independent Study courses also do not roll from year to year.
- All of the class details with the exception of instructor workloads and class numbers, are retained from year to year.
- Instructional Services can only accept schedule changes by the Division Chair or Division Admin. All other faculty changes must be submitted to Instructional Services via these contacts.

## Special Cohorts

**Learning Communities:** Learning communities integrate two or more courses in ways that meaningfully connect the knowledge of each course. Methodologies used in learning communities may include experiential learning, collaboration, active participation, critical thinking, thematic or problem-solving projects, and reflection. Enrollment is required in both courses in a Learning Community. Learning Communities must be approved by CTL and the Division each semester. **\*\*Learning Communities are scheduled as Class Association Requisite courses. If offering a Learning Community, the appropriate class note of #0033 must be added to all classes.**

**Dual Enrollment:** Dual enrollment courses are offered for partnering high schools and managed by the Outreach Center.

**ACE/HOOP:** ACE is a nationally recognized program that targets students who may not consider going to college and attaining a bachelor's degree as an achievable goal. The Hoop of Learning Program is an early high school bridge program created to encourage students to stay in school and graduate as well as increase their matriculation to college. These programs and classes are maintained by the Outreach Center. The Outreach Center will identify courses needed for these programs, and will request cohorts through the Division. Courses created that share enrollment with public sections, will be setup as combined sections.

**AAEC:** Arizona Agribusiness and Equine Center, Incorporated (AAEC) is a partner with Estrella Mountain Community College and the Maricopa County Community College District. These programs and classes are maintained by the Outreach Center. The Outreach Center will identify courses needed for these programs, and will request cohorts through the Division. Courses created that share enrollment with public sections, will be setup as combined sections.

**Honors:** The Honors Program is designed to enhance the intellectual experience of students through enrollment in Honors courses, independent study options, and increased contact with Honors students at Estrella Mountain and within the Maricopa District. Students who have met the Honors Program requirements are eligible to enroll in honors classes and require written approval from the Honors Program Office.

There are two different types of classes that you can take as an Honors student. The first type of class is the **Honors Program Section**. These classes are offered concurrently within a regular section but include additional honors project requirements. Your instructor will provide you the opportunity to design an honors project that will enable you to critically think through the course subject matter. The second type is the **Honors Only Cohort** class which is comprised only of Honors students. Participating in an Honors Only Cohort class provides a sense of community, encourages independent learning, and helps develop leadership skills. These programs and classes are maintained by the Honors Department. The Honors Department will identify courses needed for these programs, and will request cohorts through the Division. Courses created that share enrollment with public sections, will be setup as combined sections.

**Sequence Linked:** Sequenced Linked classes (aka, enrollment required, hard linked) provide student with an opportunity to enroll in multiple classes in a sequence within one semester. Sequence linked classes are classes that are part of a

class sequence, learning community, or lecture/lab combination (i.e. ENG091, ENG101, and ENG102). Students who register for these classes are required to register for all classes in the designated sequence. The Instructional Services Office will setup courses in SIS during schedule building to require linked enrollment.

- Expedited English Experience
- Co-Requisite Math Courses
- Science Lecture and Labs with 3/1 credit combinations (i.e. AST, GLG, CHM, PSY)
- Learning Communities
- Course Sequenced Classes (i.e. MAT091+MAT121)

**Winter Intersession:** Winter Intersession classes are four-week online classes that are offered in between the end of the fall semester and the beginning of the spring semester. Winter Intersession allows students to complete courses in a shorter period of time. These fast-paced, short-term classes do not reduce the amount of student work or effort required to succeed in the course. These courses should be scheduled during the Spring semester.

**Independent Study/Internships:** Independent study courses are offered to students when a class is required for enrollment is may not be available or scheduled during that term. Independent study courses are also offered for internship programs. All independent study courses should be approved by the Dean and Chair prior to being requested. Independent study courses are coded as 'IS' in the instruction mode, and use the Independent Study facility ID. This ensures that appropriate pay for this type of course is applied to the course.

### Default Class Capacities

Classes will use default capacity as approved by course/prefix for all instruction modes, except:

- Independent Study = total number of students
- E-Learning Pilot Course (Online or Hybrid) = 24 (for the first term the class is being offered in E-Learning format only)
- Class caps may be adjusted based on the availability of seats and/or computers in the assigned room.
- Instructional Computing online classes = 25 (face-to-face and hybrid default is 20 due to computer availability)
- Buckeye Educational Center and West-MEC = 24 (due to room availability)

Any classes with combined sections (i.e. Honors, ACE, etc) must equal the total default cap for that class.

### Change Course Enrollment Capacity Limit

(Approved by AIT in December 2013)

#### Purpose:

- To agree upon and document college practices and procedures used for setting course enrollment capacity limits at EMCC.
- To optimize course enrollment capacity limits (class-size maximums) to allow the maximum number of students opportunity to enroll in classes without negatively impacting student success.
- To develop strategies of facility usage which have a positive impact on student learning.
- To increase efforts to maximize the use of our current college facilities while managing and matching the available financial resources to achieve the following two goals of student enrollment management:
- To work towards matching course capacity with space capacity to optimize efficient space utilization.
- To identify if any classrooms need additional computers in order to increase caps.
- To determine a correlation between class size and student performance.
- To review class enrollment and other supportive data to determine if increasing default caps from 30 to 32 maximizes the use of college resources without having a negative impact on student success.
- To measure how efficiently EMCC uses instructional classroom and lab spaces. Facility capacity is influenced by multiple factors, including the mix of courses, delivery modes, and operating hour assumptions.
- Analyze reported seating capacity versus district space standards and peer institution space benchmarks.

## Definition

Enrollment capacity limits the maximum number of students who can enroll for the class. Enrollment Management at EMCC is a systemic approach to recruiting and retaining students for optimal college enrollments. This is part of the four "C's": comprehensiveness, community, completion, capacity- facilities / delivery options that meet the needs of our students.

## Goals

- (1) To work together to recommend course enrollment capacity best practices and business processes that are fair and equitable for instructors and students.
- (2) To continue to align with other institutional planning initiatives that are compatible with and support EMCC's strategic planning efforts.

## Steps for Capacity Change Request

1. Review the Proposal to Change a Course Enrollment Capacity Limit document.
2. Complete the Submission Form (see Instructional Services website)
3. Present the Submission Form to the appropriate Division Chair for a decision. If a Division Chair is proposing the change to a course enrollment capacity limit, then s/he needs to review that proposal with the residential Faculty member/s teaching that course and consider her/his/their recommendation.
4. Present the Submission Form to the appropriate Dean for a recommendation.
5. Present the Submission Form to AIT for a recommendation.
6. Present the Submission Form, along with the history of recommendations, to the appropriate VP for a decision.
7. When a VP approves of a change to a course enrollment capacity limit, s/he alerts the appropriate Dean, who then notifies Scheduling.

## Waitlists

(September 2013)

All courses at EMCC will have a waitlist capacity limit of five (5) established, with the following exceptions:

- EMC will not create waitlists for **Dual Enrollment** classes
- EMC will not create waitlists for classes using the **Class Association Requisite** setup. These classes currently include (but not limited to): LEC/LAB combinations with a 3/1 credit combination (examples: AES, AST, CHM, ECE, EEE, GLG, PHY, PSY230 & PSY231 & PSY290AB), Learning Communities, Sequenced Linked (example: ENG091 + ENG101)
- EMC will not create waitlists for the non-major section of **Combined Sections** (example: Honors Program Section, ACE, HOOP, AAEC, etc.). Only the major section or the public section of combined classes will have a waitlist added. The Waitlist Capacity total of five (5) must also be added to the Combined Sections Table.
- EMC will not create waitlists for NUR (Nursing) classes.
- EMC will not create waitlists for Independent Studies, Internship or Practicum courses.
- EMC will not create waitlists for Non-Credit classes.

Instructional Services will add, modify, and delete all waitlist caps. Enrollment Services will monitor and manage enrollment in all waitlisted classes.

## Course Fees

Instructional Services maintains the official course fees master list for all credit and clock hour fees. Instructional Services is notified twice a year of course fees changes after Governing Board approval. Changes are made to 1) the master list (maintained by Instructional Services Manager), and 2) any active courses scheduled for the effective term and beyond.

Any classes where fee changes were added or removed that had student enrollment, must be sent to fiscal services for rebilling.

Only approved fees for the effective term are applied, and should be scheduled according to the master list, which also includes the appropriate item type (account) for each fee.

**Class Association Requisite:** See also: Sequenced Linked

- EMC will not create waitlists for classes using the **Class Association Requisite** setup. These classes currently include (but not limited to): LEC/LAB combinations with a 3/1 credit combination (examples: AES, AST, CHM, ECE, EEE, GLG, PHY, PSY230 & PSY231 & PSY290AB), Learning Communities, Sequenced Linked (example: ENG091 + ENG101)

## Concurrent Enrollment Class Options

### **Recommended Class Options**

**Description:** Courses that use this course note, **are not** physically linked within the system, rather are part of a fast-track course sequence in which courses were built to be taken concurrently within the same semester. Generally, the first course in the sequence is a pre-requisite to the following classes within the sequence. Students who choose these courses, should register for courses in consultation with an advisor or through Enrollment Services. Students cannot self-enroll in both classes if pre-requisites are required, however advisors and enrollment services staff have been instructed to override prerequisite requirements for courses within a fast-track sequence.

**Prerequisite Monitoring:** Courses where the prerequisite has been overridden so that students can enroll in the sequence of classes, require that the Instructor/Division monitor the student's success in the prerequisite course prior to continuing in the rest of the courses within the sequence. If students do not pass the pre-requisite course, the instructor should notify Enrollment Services or drop the student prior to the first day of the next course.

**Possible Implications:** Students who are registered in fast-track courses, that do not successfully complete all courses in the sequence, may have financial aid implications. Students who do not register for all sections in the sequence at the beginning of the semester, may not be able to register later due to full-enrollment in continuing courses.

**Examples of what courses use the sequenced-linked process:** Fast-track classes that enable students to complete a series of classes in a shorter amount of time (5, 8, or 10 week formats) ENG101 + ENG102; CNT140AA + CNT 150AA; MAT082 + MAT092

**Recommendation for better communication:** Add a standardized course note alongside the concurrent enrollment note that instructs students to contact enrollment services in order to be registered in the sequence of classes.

*"Courses in this recommended course sequence may require prerequisites. In order to secure enrollment in all courses within the sequence, please contact Enrollment Services to assist with registration of courses with prerequisites."*

Holding of seats, or postponing enrollment in subsequent courses is not recommended as this can potentially create enrollment issues and have financial aid implications.

### **Required Class Options**

**Description:** Courses that use this course note, **are** physically linked within the system through a process called "sequenced-linked". Sequenced-link courses require students to register for all sections within the sequence. Students may self-enroll in these courses as long as the first course in the sequence does not have a prerequisite. Prerequisites for all other courses in the sequence have been overridden through the sequenced-link process. Students must register for all sections in the sequence at the same time in order for self-enrollment to be successful.

**Prerequisite Monitoring:** Courses that use the sequenced-linked process and have prerequisites, require that the Instructor/Division monitor the student's success in the prerequisite course prior to continuing in the rest of the courses within the sequence. If students do not pass the pre-requisite course, the instructor should notify Enrollment Services or drop the student prior to the first day of the next course.

**Possible Implications:** Students who are registered in fast-track courses, that do not successfully complete all courses in the sequence, may have financial aid implications. In addition, the class associate requisite requires to students to register for both/all linked sections, but it does not prevent students from being able to drop one or more of the classes in the linked sequence. This can cause enrollment numbers to not match for all linked sections.

**Examples of what courses use the sequenced-linked process:** Three credit lectures with 1 credit labs = GLG101 + GLG 103; Learning Communities = AAA115 + MAT082; Course Sequence = SBS200, SBS201, SBS202, etc.

## Class Notes

Class notes can be added to specific sections of courses (class level note) or to all classes within a course (course level note). Notes should fall within the following guidelines. Requests for additional notes will be reviewed by Instructional Services Manager for consideration and approval.

Notes should be used to inform potential students of any special requirements of the course. Notes should not be used to market the class, programs, or information that can be contained in a course syllabus. Avoid using Free Format Text notes when possible, as these types of notes are often difficult to find and update in BOEXI reports.

- **Enrollment Requirements:** Concurrent enrollment recommended, concurrent enrollment required, Sequence Linked, etc.
- **Flex Scheduling:** Flex Start, Guaranteed Class
- **Specific Cohorts:** Learning Communities, Get Into Energy, ACE, HOOP, AAEC, Honors Program, Honors Only, etc
- **Special Classes:** Independent Study, Winter Intersession
- **Open Educational Resources:** Should be applied at course level
- **Special Requirements:** Camera Required, Uniforms Required, In-Person Testing, etc
- **Offsite Locations:** Buckeye Address, WestMec Address, etc.
- **Grading Requirements Differ from Default:** P/Z Grading, A-F Grading, Student Option Grading

## Cancelling a Class

During schedule building (before classes are loaded to 25Live), classes can be deleted from SIS. Once classes are loaded to 25Live (after schedule building), classes must be cancelled first, then deleted in SIS.

In order to unencumber a space in 25Live, all classes must first be cancelled in SIS, then Deleted. Deleting a class removes the term dates, and without term dates, the 25Live interface cannot locate the class in the 25Live database. The cancellation of the class unencumbers the space in 25Live, and proceeding to delete the class in SIS ensures that it will not be included in future cancellation reports.

After deleting classes from SIS, the classes need to also be deleted from 25Live to ensure that they will also not be included in cancellation reports.

Once registration has started on a term, classes are only cancelled. No classes should be deleted from this point forward without permission of Instructional Services Manager.

Cancellations will be requested by the Division Chair or Secretary. Instructional Services will include the class information and number of students enrolled in the class at the time of cancellation on all responses to the division.

Once a class is cancelled, the meeting pattern is removed, and all students are dropped and sent notifications to their SIS inbox. If a class was cancelled in error, please notify the Instructional Services Manager as soon as possible to rectify the situation and send notifications if necessary.

## Tentative/Ghosting

(September 2013)

Definition: Classes are sometimes coded with the class status of "**Tentative**" in SIS. At EMCC, tentative is used for Shadow (a.k.a. "Holds") class sections and classroom assignments which are kept in reserved until needed when other sections fill. A tentative class is never available for student enrollment unless the status is changed to "Active" when a class is opened.

During Go/No-Go, tentative classes that are not being used, will be deleted in SIS so that classrooms can be used by other classes and event. Tentative classes are not cancelled because it would inflate the cancellation rate and remove the history that these courses remained pending. The college only rolls classes that "made" to the future semester and therefore the SIS prior term copy does not include cancelled, tentative or stop enrollment classes from a previous semester.

During schedule building (before classes are loaded to 25Live), classes can be deleted from SIS. Once classes are loaded to 25Live (after schedule building), classes must be cancelled first, then deleted in SIS.

In order unencumber a space in 25Live, all Tentative classes must first be cancelled in SIS, then Deleted. Deleting a class removes the term dates, and without term dates, the 25Live interface cannot locate the class in the 25Live database. The cancellation of the class unencumbers the space in 25Live, and proceeding to delete the class in SIS ensures that it will not be included in future cancellation reports.

After deleting classes from SIS, the classes need to also be deleted from 25Live to ensure that they will also not be included in cancellation reports.

## Art & Comp Division Staffing Process

(August 2017)

Per direction from Dean Iudicello, beginning Spring 2018, all Art & Comp classes that DO NOT have instructors assigned to classes will be placed in TENTATIVE status and will remain in Tentative status until an instructor has been assigned to a class.

In order to facilitate the opening of a class, the Division will send Instructor of Record requests to Instructional Services at DL-EMC-ClassRequests. Instructional Services will open the class to the public simultaneously with assigning the instructor to a class.

## Priority Registration vs. Open Registration

Priority Registration allows continuing students, defined as those students enrolled in the prior term at a specific college, priority to register for classes in the future term classes one-week before Open Registration.

For example, if a student is enrolled in the spring 20XX term only at Estrella Mountain, the student could register for classes at Estrella Mountain during the Priority Registration period. However, this same student would not be eligible to register for classes at Glendale during the Priority Registration period.

All continuing students will be issued a digital "appointment" in SIS that will appear as a message in their Student Center. The appointments will allow these students to register from 12 AM on the first day of Priority Registration through 11:59 PM on the Sunday, before Open Registration begins using their Student Center. Additionally, continuing students may seek registration assistance from staff during this period.

Note: Students with negative service indicators will still be prevented from registering.

Open Registration is the date in which enrollment for that term is open to all students.