

Adherence to scheduling building dates and processes are essential to ensuring a smooth rollout of the schedule. When dates and deadlines are missed, it has a cascading effect on registration processes.

Associate Dean

- a. The Associate Dean is responsible for coordinating all scheduling activities for the college and for designating a proxy to make decisions on scheduling in their absence. They are also responsible for delegating scheduling responsibilities to another individual if the usual schedule builder is not available.
- b. The Associate Dean is responsible for ensuring that all deadlines are met.
- c. To add or remove an individual from the schedule list serv contact schedulebuilder@kennesaw.edu. The Associate Dean is responsible for notifying the Registrar when a schedule builder changes.

B. Schedule Builders

- a. The schedule builders are responsible for building the academic schedule.
- b. All new schedule builders are required to have training by UITs and the Office of the Registrar staff as it relates to schedule building in Banner and academic scheduling software(s). Access will not be provided until the employee has received the required training and fully understands their responsibilities and deadlines. To receive access to the appropriate Banner Admin Pages schedule forms, sign, complete, and forward the [Add Change Request for Schedule Building Class form](#) to bannerforms@kennesaw.edu.
- c. All schedule builders will be required to complete a refresher training every year.
 - i. This will not go into effect until 2025 when the new scheduling software is launched.

C. Schedule Building Dates

- a. At the start of each fiscal year, a two-year scheduling calendar will be released. See the link below:
 - i. <https://www.kennesaw.edu/registrar/scheduling-resources.php>

D. Building Protocol

1. Schedules should be mapped out prior to the Schedule Builder Open Date. The time between the Schedule Builder Open & Close Date are set so the Schedule Builder has time to create courses in Banner. It is strongly recommended for the schedule builder to have a schedule in hand no later than the Open Date.
2. Schedule are to be entered into Banner during the window in which the Schedule Builder is open.
3. Building of block courses should be prioritized during the building process, and the schedules for block courses should be kept the same from year to year as much as possible. Block scheduling deadlines are shown in the Schedule Building Calendar on the website.
4. Schedule builders review courses and will specify building preferences using 25Live.
 - a. **Note: Pre-assignments can be set for rooms that have been designated as restricted or as unrestricted and approved for pre-assignment. For unrestricted classroom space, an 80% capacity metric must be met. The enrollment maximum for the course must be at least 80% of the room capacity. (eg, Room Capacity is 200, Maximum Enrollment must be at least 160 or higher). If this requirement is not met, the room assignment will be removed. Sections with enrollment set to 0 will not be assigned to a classroom space.**
 - b. **For sections without assigned rooms during 25Live optimization due to the 80% utilization guideline, the Office of the Registrar will manually assign the smallest available classroom in the preferred building without meeting the 80% guideline. The section may be relocated if another section with larger enrollment requires that classroom, but no later than one week before the first day of class for the semester.**
5. Course schedules should be reviewed by each Department once published to check for errors. Physical spaces/rooms should be checked at this time in case changes need to be requested. Requests to change spaces/rooms because the location is not appropriate for the assigned course should be submitted within 4 weeks of the schedule being published.
6. Depts should ensure no/low-cost attributes are assigned and that HIPs designations are verified by the deadlines.
7. **Depts should ensure fees associated with proctored exams are submitted by the first day of registration each term.**
8. Changes to the schedule after it has been published must be submitted for approval utilizing the course modification and add forms on the website, <https://www.kennesaw.edu/registrar/faculty-resources/index.php>.
9. Once the optimizer process has been completed, if maximum enrollment numbers are dropped, the Associate Vice Provost (Student Success) should be notified. Maximum enrollment numbers must be raised back to at least the maximum enrollment originally submitted no later than the Wednesday two weeks prior to the first day of classes. Should the initial intended enrollment not be met due to low enrollment, the course(s) may be moved to a smaller classroom no later than the Wednesday two weeks prior to the first day of classes.

Please Note: This document will be reviewed and updated on an annual basis. As new software systems are introduced, processes and deadlines may be revised.