

## Completing the Scheduling Worksheet for Web-based Courses

The information below is aimed at helping department chairpersons and faculty to complete schedule information for Web-based and partially Web-based (“hybrid”) courses. At the end of this document, you will find a sample Fall and Spring Course Scheduling Worksheet (.xls) showing examples of online course listings. The Fall and Spring Course Scheduling Worksheet (.xls) is available at [http://www.bridgew.edu/Depts/AcAffairs/frequently\\_used\\_forms.cfm](http://www.bridgew.edu/Depts/AcAffairs/frequently_used_forms.cfm)

**Any questions that you have on scheduling online courses should be directed to Irene Checkovich in the Registrar’s Office.**

The following sections of the scheduling worksheet contain information specific to online and hybrid courses:

### **Section number:**

The section number must include one of the following letters to designate that the course is online or hybrid:

**W** = 100% online. Course is entirely online and includes absolutely NO face-to-face class meeting time. **Important:** *If a course includes any face-to-face meeting time at all, even if it is only one introductory meeting or a final exam on campus, the course must be labeled Y.*

**Y** = 80-99% online. Course is predominantly online, with some face-to-face class meeting time.

**X** = 50-79% online. Course is partially online, with substantial face-to-face class meeting time.

**How much class meeting time?** Based on 37.5 contact hours for a three-credit course, a section designated Y should have no more than 7.5 hours of face-to-face class meeting time. A section designated as X will have 8-19 hours of face-to-face class meeting time.

**Section numbering sequence:** With each new type of section, the numbering sequence starts over at 01. When numbering online sections, start with 01 for the first section with each of the designations above. For example, if you have 3 face-to-face sections and 2 online (100% Web-based) sections of a course, the section numbers will be -01, -02, -03 and -W01, -W02.

### **Enrollment cap:**

Due to the high level of student-instructor interaction in online courses, the following enrollment caps have been established for W and Y course sections, i.e. sections in which 80% or more of the instruction is Web-based:

- a) If the original course cap for face-to-face sections is 25 or more students, the cap for W and Y sections is 25.
- b) If the course cap for face-to-face sections is 24 or fewer students, the cap for W and Y sections is the same as the face-to-face cap.
- c) The enrollment cap for sections with X designation remains the same as the face-to-face section of the given course.

### **Meeting Days and Times:**

For W (100% online) sections, the meeting day, begin time, end time, and preferred building/room should read: WEB

For X and Y (partially online) sections, follow these guidelines when scheduling the on-campus meeting days, times, and dates:

- Early in the course scheduling process, select dates and time for any on-campus class meetings. **No X or Y partially Web-based course will be assigned a classroom until the specific class meeting dates have been submitted to the registrar's office.**
- When scheduling the dates for on-campus class meetings, use the academic calendar for the correct year. These calendars are available at <http://www.bridgew.edu/Registrar/acadcal.cfm>
- Be alert to any changes in the calendar due to holidays, e.g. Monday classes moved to Wednesday during a holiday week.
- Avoid unusual start and end dates for courses. Schedule courses to run for the full semester, based on the academic calendar.
- Be consistent. All on-campus class meetings for an X or Y course section should be on same day/time. *Example:* Meets on campus on from 4:45-7:25pm on the following Wednesdays: <list dates here>.
- Registrar's Office strongly prefers that 80/20 class meetings be scheduled outside of prime time, due to space constraints. The best times to schedule class meetings for 80/20 courses are early morning, after 3:30pm, and Friday 12:20-2:55. If at all possible, AVOID: MW(F) 12:20, MW(F) 1:50 pm; TR 9:30 am; TR 11 am; TR 12:30 pm; TR 2 pm. The schedule of standard class meeting times is available at <http://www.bridgew.edu/Registrar/classmeetingtimes.cfm>
- Try to coordinate with others in your department, so that one classroom time slot can be used for two to three 80/20 courses. These courses can all meet on the same day/time, but on different dates. This allows for efficient use of classroom space.
- For X courses (50% online, 50% classroom), faculty should consider partnering with another instructor to use the same classroom in a twice weekly meeting time. For example, in a T/R class meeting time, one X course meets on Tuesdays and the other X course meets on Thursdays. Similarly, an instructor can "partner" with him/herself to schedule two X courses this way.
- Submit Computer Lab Request form if a lab is needed for the class meetings. If no specialized software is needed, faculty should consider having students bring laptops to a regular classroom, in order to reduce the demand on lab space.

Common challenges in scheduling class meeting dates for X and Y courses are:

- **First week of semester:** Instructors with 80/20 courses tend to want to hold an on-campus class meeting in the first week of classes. This places a heavy demand on classroom time during this first week and results in inefficient classroom utilization over the entire semester. Encourage faculty to consider providing students with an initial online assignment and then meeting on campus in the second week of classes. Often, this results in much more efficient use of the first face-to-face class meeting.
- **Final exam:** If two or more 80/20 courses share a classroom by meeting on different dates in the same standard class meeting time, only one of these courses will be able to use that classroom at the standard final exam time. Faculty should plan ahead for final exams and work directly with the Registrar's Office by mid-semester if a different time or classroom is needed. Options include an alternate time for an in-person exam, an alternative room for an in-person exam, or scheduling a final assessment to be completed online. Support for creating and administering online assessments is available in the Teaching and Technology Center.

**Notes:** Include in this field any additional information that students will need prior to registering for an online or hybrid course. Notes that may be needed include:

- Dates that the class meets on campus.
- Any special technical skills needed, above and beyond Blackboard, basic word-processing, email and Internet.