Managing Academic Space at the University at Albany

The University at Albany values excellence in teaching and learning. Inherent in this is a commitment to ensure that our faculty have access to classrooms that fit their pedagogical approaches and instructional modalities, and to support student learning in a comfortable environment.

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Guiding Principles and Best Practices for Scheduling Classes and Classrooms

The University at Albany is a major public research university where students and faculty collaborate to conduct life-enhancing research and scholarship in a wide range of disciplines. We seek to expand knowledge and transform minds to shape the future of our community and our world. Inherent in this is a commitment to ensure that our faculty have access to classrooms that fit their pedagogical approaches and instructional modalities, and to support student learning in a comfortable environment. Since classroom space is a resource that belongs to the University, Campus Planning allocates it in concert with the Provost's office. Collaboration with Deans, Directors, Department Chairs, Campus Planning/Facilities, Advisement Services, and the Registrar's Office is crucial to ensuring that all space supports the academic needs of the University. Scheduling involves consideration of the needs of academic programs, the ability of students to progress toward degree completion in a timely manner, faculty availability, accommodations and preferences, facility limits, finance and budget planning, and processes of the Registrar's office.

Academic schedules seek to accommodate various individual needs (students, faculty, and departments) while allocating common resources (space, time, and funding). Scheduling can have a significant impact on campus affordability. More than 50% of the core operating costs at a typical institution are directly related to instruction and academic space. Even more is devoted to capital costs for academic facilities (e.g., new construction and renovation). Instructional and construction costs can be contained through effective scheduling (AACRAO, Managing Academic Space, A Guide for Higher Education Institutions, prologue iii). Classroom usage must be managed efficiently to support the needs of students, faculty, and the University as a whole.

The implementation and utilization of the space guidelines and policies in this document are intended to enhance transparency, maximize utilization of academic classroom resources, allow the campus to schedule in a consistent and equitable manner, and to provide guidance and policy on the scheduling of academic spaces based on national standards.

Overview of the Scheduling Process

Principles of Effective Scheduling

The principles of effective scheduling include balancing the following: adherence to time zones, equal distribution of classes across days and times, requests for rooms that meet the pedagogical needs of faculty, requests for rooms that are appropriately sized (total enrollment should be at least 75% of a room's capacity), assignment of appropriate learning attributes, etc. Adherence to these principles leads to better utilization and access to classrooms that meet the pedagogical approaches and instructional modalities of faculty, and provide support for student learning in a comfortable environment.

Scheduling Responsibilities

Class scheduling requires significant advanced planning and coordination with academic departments. This coordination ensures that the schedule of classes is available to faculty, staff, and students in preparation for advisement and prior to the start of advance registration. In order to provide the most accurate schedule for advance registration, it is necessary to solicit information from departments several months in advance as illustrated in the scheduling timeline below.

Scheduling Timeline

Term	Approximate Date: Roll Schedule of Class from one term to like term in next year (e.g., roll classes, instructors, days, times from Fall 2017 to Fall 2018)	Approximate Deadline for Academic Departments to Submit Changes to Registrar's Office (including Dean's review)	Approximate date the schedule (with room assignments is posted to web)
Spring	April 1st	July 27th	October 1st
Summer	October 1st	December 1st	December 15th
Fall	December 1st	February 1st	March 1st
Winter	September 15th	October 1st	October 1st with Spring

The Office of the Registrar has the responsibility of monitoring the utilization and scheduling of academic classrooms in the general classroom pool. To assist in this responsibility, the Registrar's Office will provide production dates and deadlines for the creation of each semester or term's schedule of classes and related activities.

Academic departments are responsible for providing a scheduling liaison to work with the Registrar's Office. It is required that each liaison receives the appropriate training by the Registrar's Office to gain the necessary skills and information to perform any required work on behalf of the academic department.   Academic departments are responsible for determining course offerings and input of

schedule information in a timely manner, no later than the specified deadlines. Requests for academic classrooms in the general classroom pool must be made by the departmental scheduling liaison. Some requests may need additional Dean's approval.

Academic departments are required to notify the Registrar's Office immediately of course cancellations, changes in classrooms, classroom assignments listed as ARR (arranged), changes in dates/times, session, modality, and instructor assignments no later than the end of the second week of classes to allow students to make alternate arrangements if need be.

Classroom scheduling is a dynamic process requiring re-evaluation of class size, equipment specifications, and pedagogical changes each semester. The assignment of a specific room, at a specific time, in a given semester, will not automatically guarantee a continued assignment of that space, even if the room was used efficiently in previous semesters. It is not possible to guarantee, nor should faculty expect, the use of the same space each semester on a continuing basis. Every effort is made to take into consideration faculty teaching back-to-back courses.

Initial Academic Scheduling Timeline and Guidelines

Initial Academic Scheduling Timeline

Phase I: Unit Driven Scheduling (1-3 months depending on the semester)

Departments review and update class schedules using a copy of the prior year schedule as a starting point.   Departments add, cancel classes and/or edit class days, times, and instructors, number of sections offered, class attributes, etc. This review should be done in consultation with the Provost's Course Availability Committee and the respective Dean's Offices.

Departments indicate, to the Registrar's Office, any classes that need a general-purpose classroom (if no departmental classrooms are available).   Size should match expected enrollment and there should be adherence to time zones. Departments should indicate any faculty accommodations needed in the Campus Planning Interface (CPI).

Phase II: Scheduling Cleanup (2 weeks)

Departments refrain from making changes.

The Registrar's Office transfers information received to PeopleSoft and performs a review to ensure effective application of the scheduling guidelines including class distribution across time zones, time zone violations, contact hours, etc. and communicates issues to respective Dean's Offices.

Phase III: Dean's Departmental Review (1 week)

Departments refrain from making changes.

Dean's offices perform a review to ensure the principles of effective scheduling have been followed.

Phase IV: Rooming Process (1 week)

Once the Dean's review has concluded, the Registrar's Office uses EMS (Event Management System) to assign general-purpose classrooms.

The Registrar's Office may need to work with departments to change class days/times or to adjust enrollment if a requested classroom type is not available or if the principles of effective scheduling have not been followed.

Phase VI: Final Adjustments (3 weeks)

After all rooming assignments are completed; departments have the opportunity to request final changes, via scheduling forms, before the schedule is available to students on the web (typically two to three weeks prior to advance registration).

Departments may continue to make changes until the first day of classes. Changes after advance registration must adhere to the guidelines administered by the Registrar's Office on making changes to class sections with enrollment.

Phase VII: Event/Activity Scheduling (14 weeks)

Events and activities offered during peak academic times are scheduled a week after the semester begins to ensure proper placement of all academic classes. Any events on the weekend or after 7:15pm will be considered before the semester begins and after initial scheduling is completed.

Initial Academic Scheduling Guidelines

Adherence to Time Zones

Establishing standardized time zones is the most effective and efficient way to ensure the maximum use of the instructional week, to avoid student conflicts (which can delay persistence toward graduation), and to facilitate scheduling of academic facilities. This is done while recognizing that University facilities must accommodate the needs of many academic programs serving a variety of student populations and programs. Making use of the standard time zones offers the best solution for accommodating the greatest need.

- Classes may not be scheduled using any format other than the standard time zones, unless previously approved.
- If any class sections fall outside of these categories, they will be corrected to reflect established time zones.
- Requests for exceptions must be made in writing to scheduling@albany.edu. Instructor preference is not considered to be a valid basis for an exception.
  - If approved, the class will be scheduled only after all other courses have been assigned a classroom. Any request for an exception must have the approval of the department or program chair. Requests for exceptions should include a rationale for why the class or classes cannot fit the regular meeting patterns as well as an assessment of student impact resulting from the exception.

The following represent the University's current standard times zones for a 3-credit course.   Courses outside of the 3-credit model must begin on a time zone.

Course meets: 55 Minutes	Course meets: 1 Hr and 20 Min	Course meets: 2 Hrs & 50 Min
Three times a week	**Twice a week**	**Once a week**
MWF 8:15 – 9:10am	TTH 8:45 – 10:05am	M/T/W/TH/F 2:45 – 5:35pm
MWF 9:20 – 10:15am	TTH 10:15 – 11:35am	M/T/W/TH/F 4:15 – 7:05pm
MWF 10:25 – 11:20am	TTH 11:45am – 1:05pm	M/T/W/TH 5:45 – 8:35pm
MWF 11:30am– 12:25pm	TTH 1:15 – 2:35pm	M/T/W/TH 7:15 – 10:05pm
MWF 12:35 – 1:30pm	MW or TTH 2:45 – 4:05pm	
MWF 1:40 – 2:35pm	MW or TTH 4:15 – 5:35pm	
	MW or TTH 5:45 – 7:05pm	
	MW or TTH 7:15 – 8:35pm	

Effective Fall 2013 the following time zones were added for the **Downtown Campus**:

M/W/F	9:20am - 12:10pm
M/W/F	1:15 - 4:05pm
T/TH	8:45 - 11:35am
T/TH	1:15 - 4:05pm

 Underutilized days/times for consideration:

- MWF 8:15am– 9:10am
- Friday beginning at 2:45pm
- Saturday and/or Sunday
- M/T/W/TH: 7:15pm

Pass Time

Faculty are responsible for sharing the ten-minute "pass time" between classes. Every effort should be made to vacate the classroom in a timely manner, allowing the next faculty member to set-up and prepare, as well as allow the previous faculty member to make final remarks and gather materials. There is no 'ownership' of this time. Students should be encouraged to meet with instructors during office hours rather than during "pass time". Should conflicts develop, instructors should first attempt to resolve the concerns between themselves. If the result is unsatisfactory, department chairs must mediate conflicts.

Mini Sessions and the Distribution of Title IV funds (Financial Aid):

The U.S Department of Education clearly defines the requirements of how institutions administer financial aid. All classes must take place within the start and end dates of each semester/session as described in the academic calendar in order for the University to remain compliant with these regulations.

Mini Sessions

Dates must be provided during initial scheduling. If dates/times are unknown, departments should cancel the class and re-add the class when dates/times are available.   If mini session classes are not cancelled during initial scheduling and dates are not provided, the Registrar's Office will cancel these classes. The later dates/times are established, the greater the difficulty in securing adequate space.

Eight Week One and Eight Week Two

Classes should be scheduled as follows:

Use two of the basic time zones back-to-back (e.g., 3cr course – MWF 8:15am-10:15am or TTH 8:45am-11:35am).

If a department offers several sections during the 8-week format, they should make every effort to balance the distribution (e.g., 8-week 1 Tuesday class offered 2:45pm-5:35pm balanced by an 8-week 1 Thursday class offered from 2:45pm-5:35pm). This method allows great flexibility in scheduling for students and allows greater utilization of space.

Blended/Hybrid

Guidelines for Designing Blended Learning

Blended/hybrid learning courses can enhance student engagement and improve learning by maximizing the benefits of online and face-to-face pedagogies. Blended classes also provide increased flexibility for students and faculty, and can provide greater access to technology resources, while preserving the benefits of face-to-face classroom interactions. (Additional Information on the design and outcomes of

blended learning can be found here: http://blended.online.ucf.edu/effective-practices/design-delivery-principles/).

The University at Albany seeks to expand such options for students at all levels of study with a goal to enhance student engagement and learning. As we do so, we also hope to achieve increased efficiencies in utilization of classrooms space and to relieve some demand pressure at popular class meeting times.

To do so, we offer the following guidelines for conceptualizing blended learning courses.

Guidelines

To qualify as a "blended/hybrid" class, at least 30% of the coursework is completed online outside traditional face-to-face classroom time.

Suggested Options for scheduling Blended Learning courses:

Class meets once a week for 55 minutes during one of the MWF time slots or 120 minutes during one of the TTH time slots. This option provides the most promise for sharing classroom space. It allows for two to three classes to meet at the same time but on different days. It has the potential to increase our ability to schedule classes in the most popular time zones. Departments are encouraged to "pair" classes where possible to increase student access to a wider range of courses. For example:

> Required Class #1 meets on Tuesday at 8:45 am; required class #2 meets on Thursday at 8:45 am. Both classes require 50% or more of the coursework to be completed online.

Dates and times for blended/hybrid classes tend to vary widely and have historically contributed to low room utilization. If it is determined that there is not an even distribution of blended/hybrid classes, departments will be asked to reevaluate their schedule and submit new dates/times.

Class meeting dates and times for blended/hybrid classes must be provided during initial scheduling. If dates/times are not available during initial scheduling, the class cannot be scheduled.

If blended/hybrid classes are not cancelled during initial scheduling and dates/times are not provided, the Registrar's Office will not schedule these classes and the department can reschedule them at a later time when dates/times are available. The later dates/times are established, the greater the difficulty in securing adequate space.

Shared Resource Courses

Each department offering a graduate program may design and offer "shared resource courses" within its total curriculum. Shared resource courses are paired courses dealing with the same topic, one a 400-level and one an introductory graduate 500-level (e.g., AHIS 558 and AHIS 458 – both meet in the same room, at the same time, with the same instructor). GAC should be consulted if a department wishes to offer more than five "shared resource courses" (GAC, 12/1/72).

Guidelines for Changing the Time/Day a Class is Offered

1. All day and time changes to classes, after the initial schedule, should be requested prior to advance registration for the semester.
2. Day and time change requests after advance registration must be accompanied by a memo from the Dean/department chair/administrative manager/secretary stating the reason for the requested change.
3. Day and time changes will not be made once the semester begins except under very unusual circumstances, and with approval from the Provost's Course Availability Committee.

Process for Changing the Time/Day a Class is Offered

1. Registrar staff will check availability of an appropriate classroom at the desired time.
2. Academic department staff inform the students of the change and encourage students to seek guidance from the Office of Financial Aid on aid implications resulting from the change in their class schedule.
3. Registrar staff drops all students out of the current class.
4. Students re-register for the class at the new time/day if they desire and have no conflicts.

Ideally, departments will verify in advance that changing the date/time of a class after enrollment will not result in student conflicts or hinder student progress toward degree.

See procedure for changing time a class is offered – Appendix B

Over/Under Enrollment of Classes

Room capacity is determined in accordance with state safety regulations. Departments may not overenroll classes beyond the maximum classroom size. If it appears student demand will surpass the room capacity, departments must contact the Registrar's office to ensure that adequate space will be available to move the class prior to allowing enrollment beyond the current room capacity. The Registrar's Office cannot guarantee space if a class is overenrolled.

The Registrar's Office reserves the right to move classes within the add/drop period whose enrollment does not match the room capacity. This includes a class that has a fill rate at 50% or below or one that is overenrolled. Departments and faculty will be immediately advised of these changes and will need to notify students. Faculty have access to e-mail all students via their MyUAlbany class list and should use this confidential method of contacting students.

Priority for the Scheduling of Academic Space

Credit-bearing classes, their exams, and required class events will have first priority over all other activities that require the use of general-purpose classrooms. Historical enrollment or anticipated increases in program enrollment should be reviewed regularly by the departments but will be reviewed regularly by the Provost Course Availability Committee.

Medical needs of instructors and students will be considered over all other preferences in the initial scheduling process and when making room changes according to disclosure of disability. Instructors needing accommodations should adhere to the guidelines here: (http://www.albany.edu/diversityandinclusion/reasonable-accomodation.php). Requests for reasonable accommodations should be submitted during initial scheduling if departments are aware of the request at that time.

Assignment of Specialized Spaces

Certain types of classrooms are limited in supply and often the most likely to produce more requests than can be accommodated. Assignment of these spaces will be as follows:

Lecture Center Classrooms:

- Prior year like-semester enrollment illustrates a demand for the room.
- Utilization of the same time zone from the previous year (which must be a standard time zone).

When requests for LCs during a particular time zone exceed available supply, the priorities for scheduling will be:

- Courses that fulfill General Education requirements.
- Large enrollment courses that are required in majors that cannot be accommodated in smaller classrooms.
- Enrollment history of the course and potential enrollment impact of moving/rescheduling the days/times of a course.
- Departments with overall adherence to efficient classroom utilization and seat fill.

Smart, smart-enhanced, technology and computer classrooms:

Units should request specialized smart or computer classrooms (computer labs) only when such equipment is integral to instruction in a majority of the class sessions. Occasional need for such equipment should be submitted as a reservation request via Virtual EMS (VEMS). Reoccurring reservation requests help facilitate efficient use of these limited spaces (e.g., class is offered MWF 9:20am-10:15am, but only needs a computer classroom on Wednesday.   The Registrar's Office will schedule the class in a general classroom on MF and a computer classroom on W.). Ideally, departments will schedule these like blended/hybrid offerings. In the example above, if a department has three classes needing a computer lab (but only for one day each), they would request the computer lab for one class on a M, one on a W, and one on a F. Departments should indicate the need for smart, smart-enhanced, technology, and computer classrooms in their initial scheduling materials.

Distance Learning/Lecture Capture classrooms:

These rooms will be scheduled according to the need for the technology.   If there are no requests for utilization of the room's technology during initial scheduling, these rooms will be scheduled according to demand for size and adherence to time zones.

Collaborative and Team Based Learning:

These rooms will be scheduled according to the pedagogical preferences of the instructor, which are requested via the EMS Campus Planning Interface (CPI). On the rare occasion, courses with higher fill-rates may be given priority (regardless of pedagogical preference), if there are no additional rooms available. Every effort will be made to accommodate requested classroom preferences.

Specialized Building Space and Priorities:

Massry Center for Business: There are 25 classrooms in the general classroom pool in this building. Priority will be given to the School of Business during initial scheduling if there is adherence to campus time zones, fill rate, and use of technology in classrooms. Second priority according to the same criteria will be given to CEAS, EDU, ITLAL (collaborative classes), CAS, and WCI.

Education Building: Priority will be given to the School of Education during initial scheduling if there is adherence to campus time zones, fill rate, and use of technology in classrooms for GRAD only.

Building 25: On a trial basis, the academic units in Building 25 will be provided with exclusive access MWF 2:45- 5:35 to the 36-seat classroom and for one of the 16-seat classrooms as requested. The remainder of the weekly schedulable time will be utilized by the Office of the Registrar to meet campus instructional needs.

Broader Sharing of Classrooms Campus-Wide

Rooms in Departmental Portfolios:

Departmentally scheduled rooms are in EMS (the University's enterprise scheduling system).

Departments must schedule all classrooms in their departmental portfolio during the initial scheduling process before requesting similar-sized rooms from the Registrar's inventory of classrooms.   After initial scheduling has concluded, rooms in departmental portfolios should be made available to the Registrar's Office for use by other departments as described below.

It is understood that scheduling of such facilities is complex and that maintaining these rooms is resource-intensive, so every effort will be made to minimize impact on the department. Departments are expected to fully utilize the seating capacity of their rooms and adhere to campus time zones. Departments with their own portfolio of classrooms will be required to demonstrate maximum usage for seminars, small classes, and meetings through the use of the University's enterprise scheduling system (EMS).

Space will be assigned/re-assigned as needs, priorities, and demands change over time. The Registrar's Office will have access to schedule departmental spaces between the hours of 8am and 5pm, Monday through Thursday and 8am to 2:45pm on Friday, to maximize efficiencies and ensure adequate space is

available for all scheduled classes. This process will ensure that both classes and classrooms are scheduled efficiently to support the needs of students, faculty, and the institution as a whole.

The Use of Auxiliary Space: Spaces like theatres and large meeting rooms, while not always optimal for classroom meetings, should be considered for one-time reservations for exams, etc. as it is not practical to schedule small classes in large rooms simply to accommodate the need for students to spread out for exams.

- Departmental conference room and computer rooms
- Residential Hall lounges
- Hall of Fame Room
- Any athletics space
- Life Sciences
- Massry Center for Business classrooms
- Subbasement space
- Downtown
- East Campus
- Dining Halls
- Standish living room in the Massry Center for Business
- Campus Center space

Ensuring Efficient Classroom Utilization and Seat Fill

As we continue as a community to be good stewards of our resources, it is important for academic departments to participate in achieving these goals.

To address imbalances in scheduling and corresponding consequences, each academic department must offer a schedule distributed across the full week.

For some time zones, there are more requests for classrooms than there are classrooms available. The time periods of highest demand are TTH at 10:15am, 11:45am, 1:15pm, and 2:45pm, and the demand for these times continues to increase. Such clustering of academic offerings into a limited number of time zones or days has a significant effect on the entire scheduling process. It can limit students' access to needed courses, overtax facilities and services, restrict opportunities for student-faculty interaction, and affect student's ability to complete their degrees in a timely manner.

The following principles of schedule balance should be followed by each department/college when developing its schedule for three (3) credit Lecture and Seminar sections:

Objective
Schedule more classes MWF 8:15am-9:10am
Evenly balance the use of MWF and TTH classes within a department/college
Evenly balance the use of TTH 10:15am, 11:45am, 1:15pm, 2:45pm

Schedule more and evenly balance the use of: 1 day per week classes 7:15pm or later
Distribute one day a week classes equally across M, T, W, TH, F (e.g., one on T and the other on TH).
Increase the use of MW and TTH 7:15pm, and Saturday/Sunday
Increase the distribution of Discussion sections across the week and adhere to time zones (e.g., MWF, TTH)
Pair blended/hybrid class offerings (e.g., Monday offering 9:20am-10:15am for one class balanced by a Wednesday offering 9:20am-10:15am, and a Friday offering 9:20am-10:15am or Tuesday offering 2:45pm-4:05pm for one class balanced by a Thursday offering 2:45pm-4:05pm). **Underutilized days/times for consideration**: • MWF 8:15 – 9:10am • Friday beginning at 2:45pm • Saturday and/or Sunday • M/T/W/TH: 7:15pm or later
Increase fill rate of LC's.
Classroom enrollment and room capacity should be based on **actual** enrollment trends of the last three years' like-semesters to ensure a realistic estimate of room needs and proper seat and room assignment.
Departments should take care to evenly distribute classes requiring lecture centers of up to 138 or more students. These should be distributed evenly through the week's schedule (both day and time of day).
Distribute across all time zones (e.g., MWF, TTH)

Event Scheduling in Academic Classrooms

This policy addresses the use of facilities for campus events other than general classroom academic activities that take place in the general classroom pool. After the needs of regularly scheduled classes are addressed, the Registrar's Office will make classrooms available to accommodate other activities and events. Requests for instructional use (such as review sessions, help sessions, seminars, make up exams, etc.) will take priority over non-instructional use (such as meetings or events). Units can submit requests for space via Virtual EMS or contact the Registrar's Office with these requests.

Requesting a space in the general classroom pool does not guarantee room availability or confirmation of request. Events should not be publicized until a confirmation has been issued by the Registrar's Office. Events may be cancelled at the discretion of the Registrar's Office if there is an academic need that cannot be met. Every attempt will be made to avoid having a department cancel an event.

University Academic Events scheduled in rooms managed by the Registrar's Office:

These events are planned by academic departments that are directly related to the instructional mission of the University. Examples of such events include regularly scheduled classes and labs, final exams, activities resulting from academic courses (tutorials, review sessions, seminars and lectures), and faculty/administrative department meetings. Access to Virtual EMS to schedule events (tutorials, review sessions, exams) that are not part of the schedule of classes for the semester will be available one week after classes begin for the semester in question. For events that have a direct impact on the delivery of classes, please contact the Registrar's Office for advance scheduling.

Final Exams and Reading Day

Final Exams:

The final exam policy can be found online.

The final exam period will consist of six days. Saturday will be used as an exam day when necessary.

Examinations are scheduled in the same room the class meets with the exception of departmental examinations and special assignments requested by the instructor of the class.

Classes meeting four or five days a week must use the examination schedule for *MWF* class meetings.

Classes meeting Monday and Wednesday only, or Wednesday and Friday only, must use the examination schedule for *MWF class* meetings, unless otherwise designated.

Final examinations for courses with meeting times of "ARR" should be held during the last class meeting.

Due to the nature of Hybrid/blended courses final exam scheduling conflicts may exist. The Registrar's Office will initiate a room change in consultation with the department and faculty for these final exams when needed.

In order to prevent final examination room conflicts between Uptown day courses, the Scheduling Office must be notified of those courses that meet at non-standard times and will be holding final exams.

Reading Day:

A day reserved for preparation for final exams. It is scheduled after all the regular class lectures and before final exams. As a rule, Reading Day should not be used as a make-up day and activities should not be scheduled that conflict with students' ability to study for final exams.

University Sponsored Events

These are events directly related to the on-campus community beyond the classroom. They are scheduled and/or sponsored by faculty, staff, administrative offices or departments. Access to Virtual EMS to schedule these types of events will be available one week after classes begin for the semester in question. If reservations are required before such time, departments should contact scheduling@albany.edu directly. Academic space can only be reserved when classes are in session and cannot be reserved on Reading Day or during Final Exams.

University Related Events

These are usually educational conferences and workshops sponsored by faculty or staff. These events are recognized as events that provide visibility and engagement for the University.

These events are supported by an academic department and are not affiliated with an outside organization or association. Such events require sponsoring faculty or staff members to be substantially involved in the planning and implementation of the event.

Access to Virtual EMS to schedule these types of events will be available one week after classes begin for the semester in question. If reservations are required before such time, departments should contact scheduling@albany.edu directly.

Academic space can only be reserved when classes are in session and cannot be reserved on Reading Day or during Final Exams.

Student Events

These are events planned by student group affiliations (groups must be approved by Student Involvement) and primarily for members of the University student community. Student groups need to be approved though student involvement before having access to Virtual EMS. Examples of such events are student organizational and informational meetings, competitions, shows, concerts, and all non-athletic sponsored events and other social activities.

- Student groups can reserve academic space (in the Registrar Portfolio) beginning two weeks after the first day of classes until the last day of classes for each semester. Academic space can only be reserved when classes are in session and cannot be reserved on Reading Day or during Final Exams. Requests for space must be submitted in advance via EMS.

- Student groups can request space during the following times:
  Monday - Friday 7:15pm - 11:00pm
  Weekends- 8:00am - 10:00pm

- Student groups can only reserve specific rooms in the Registrar's Portfolio.

If the times of the request are incorrect, they will be changed or the request may be cancelled by the Registrar's Office. Events should not be publicized until a confirmation has been issued by the Registrar's Office. Events may be cancelled at the discretion of the Registrar's Office if there is an academic need that cannot be met. Every attempt will be made to avoid having an organization cancel an event.

External Events

These are programs and activities organized by any business or community group (profit or not-for-profit), not affiliated with the University. These also include events that a faculty or staff member may be hosting or organizing, but the University and/or department are not sponsoring. State University guidelines generally prohibit the University from providing space to commercial organizations.

Please see: Conditions for the Occasional Use of University at Albany Facilities by Non-Commercial Entities: http://www.albany.edu/controller/revocable_permits.php

Classroom Rental Rates

•Classrooms $250/day
•Lecture Centers $500/day

Please Note:

- All revocable permits must be reviewed and approved by the University at Albany Controller.
- Revocable permits will only be considered if all accompanying documents, including the certificate of insurance, are included.
- Reservations will not be confirmed until a revocable permit has been issued.
- Due to the limited amount of meeting space, users cannot reserve rooms for an extended duration of time. Scheduling of rooms is on a first-come-first-served basis. Limited space availability is to be expected when making reservations in close proximity to the event date. Events should not be publicized until a confirmation has been issued by the Registrar's Office. Events may be cancelled at the discretion of the Registrar's Office if there is an academic need that cannot be met. Every attempt will be made to avoid having an organization cancel an event.

- Academic space can only be reserved when the University is open except for Reading Day or during Final Exams.

Scheduling Academic Space when Classes are not in Session

The following represents the practice the Registrar's Office will follow in reserving space in the general classroom pool during these three scenarios:

1. When the University is closed for specific State or Federal Holidays
2. When the University is closed AND energy initiatives are in place (Intersession)
3. When classes are cancelled due to weather or an emergency

Closed for specific days:
Labor Day, the Thanksgiving holiday session (Thurs.-Sunday), Christmas Day, New Year's Day, Memorial Day, Independence Day. On these days, no reservations of academic space will be made. On Martin Luther King, Jr. Day some reservations are made.

Closed AND energy initiatives are in effect:
Buildings are closed in accordance with the energy initiatives plan.
Reservations will only be made in the Massry Center for Business building. If a room size larger than 66 is needed, reservations will be made in the lecture centers.

Closed due to an emergency:
No reservations will be made and current reservations will be cancelled in accordance with the class cancellation timeline announced.

Additionally, practices will be adjusted during the summer to assist with energy efficiencies, upgrades and repairs.

General Classroom Maintenance/Guidelines

Room Configuration

There are certain classroom layout changes that can be made on-demand by users of classroom space. For example, students and faculty can move tables and chairs, in a basic classroom, from a lecture format of straight rows to a forum format of U-Shaped rows within a class period. If a faculty member needs to readjust furniture in a room, it should be restored to its default configuration. In most cases, this means individual desks in rows facing front. In the case of round or rectangular tables, this means desks with a normal distribution in the room and chairs placed 5 or 6 around each table.

Furniture must not be moved from one classroom to another.

Windows and doors should be closed at the conclusion of each class.

Facilities is responsible for routine maintenance of classrooms. Concerns about cleanliness of classrooms can be directed to Customer Service at 518-442-3480 or by emailing customerservice@albany.edu

Classroom Support for Classrooms in the Registrar's Office Portfolio

Information Technology Services (ITS) is responsible for maintenance and repairs of technology in general-purpose classrooms.

Every semester, ITS reviews the software that is installed on public computers. This includes all the machines in general purpose classrooms, Lecture Centers, and the Information Commons.

To request the installation of additional software on these machines, please complete and submit a Classroom Software Request Form. You can also track the changes planned for these machines or view a list of the software that is currently available on the public computers. For information on submission dates, please contact smartclass@albany.edu.

Food and Drink in Classrooms

Individuals should take care to limit food and drink in classrooms to preserve the cleanliness of facilities.

The consumption of non-alcoholic beverages in covered containers is permitted except in areas where "No Beverages Allowed" signs are posted. The consumption of snack-sized foods is permitted in designated areas. Full meals, food deliveries, food parties and group meals are prohibited. UAlbany dining is the exclusive food-service provider on campus and will work with event organizers for all catering and concession needs.

UAS and UAlbany Dining recognize and respect the role of food in the activities of campus departments and student groups. In an effort to ensure the safety and quality of the food provided at special events, meetings etc., the campus community must adhere to the guidelines and standards set forth in the UAlbany Campus Food Policy. Any food policy questions should be directed to dining@albany.edu.

The effectiveness of classroom scheduling policies and meeting classroom scheduling objectives will be reviewed periodically by the Office of the Provost in conjunction with Campus Planning, Classroom Technology Resources, and the Registrar's Office. These policies will be reviewed on a three-year cycle, or as needed, to accommodate changes. Exceptions to the practices contained in this document will be reviewed by the Office of the Provost in conjunction with Campus Planning, Classroom Technology Resources, the Registrar's Office and the respective Dean's Offices. Requests for exceptions must be made in writing and submitted to scheduling@albany.edu. Any request for an

exception must have the approval of the department or program chair. Requests for exceptions should include a rationale for why the class or classes cannot fit the regular meeting patterns as well as an assessment of student impact resulting from the exception.

Appendix A

Faculty Access to Rooms in the General Space Pool (Managed by the Registrar's Office)

- Instructors of record for the given term will have access to all swipe card classrooms (this access is not building level access and does not extend to labs; it extends only to classrooms scheduled by the Registrar's Office when buildings are open and available).

- While classrooms with swipe card access open automatically prior to the start of classes, it is important to have your ID Card available at all times. If for some reason the electronic command to open a door is not executed, the default is to swipe a card to open the door. For this reason, we suggest having your card with you at all times if assigned to a room with a door reader. Customer Service is available at 518-442-3480 if you still have difficulties after swiping your card.

- All classroom doors with swipe card access will open 30 minutes before the beginning of class and lock 30 minutes after, unless there is a class immediately following (labs excluded). If a person swipes their ID Card to gain access into a room, the door will automatically re-lock 8 seconds after the card is swiped. Swiping your ID Card to gain access into a room does not unlock the door, it provides you access into the room and continues to leave the door secured (locked).

- Faculty access into classrooms is updated once a day. Therefore, if a faculty member is added for the first time to teach a class, they will have access to all classrooms the next day or on the first day of their class, whichever is later.

- If a class is added or moved to another location, then the schedule for unlocking / locking the classroom door will update the following day.

- Faculty teaching in labs should check with their departmental office to make sure card access has been requested for them.

- In the Massry Center for Business, Building 25, and select classrooms in the Humanities Building, the technology is stored and locked in a cabinet in each room. Faculty teaching in these rooms must use their ID Card to gain access to the technology cabinets. It is important to return the equipment to the cabinet and to ensure that the cabinet door is secured (locked) after each use. Please lift the projection screen(s) and turn off the projector(s) and lights using the touch panel (Crestron unit) after class. Please make sure that the items are placed on their respective recharging racks so they are available to others the next day. Do not lend your ID Card to others to access the technology cabinets. For more information, please refer to the training video at the following link: https://www.youtube.com/watch?v=SGo0ZV6moXA

- For more information on how to obtain a ID Card: http://www.albany.edu/uas/
    - See option on the left: ID Card Services.

- To deactivate a lost or stolen card, login to http://ualbanyid.com

- Please be advised that we do schedule other events in academic spaces. If at first glance a classroom appears vacant, please realize it may not remain that way permanently. If you wish to relocate your class or hold a meeting in a room other than the one you have been assigned, please have your department submit a room change request form or room reservation form to the Registrar's Office using Virtual EMS (https://uaems.albany.edu/virtualems/).

We hope this provides you all with an additional element of flexibility. We are available for questions at 518-442-5540 or scheduling@albany.edu.

Appendix B

Making Changes to Classes after Enrollment

Summary of the steps that need to be taken when making changes to class sections that have an impact on students:

Examples include but are not limited to:

• Changing the days of classes with enrollment
• Changing times of classes with enrollment
• Adding days or times to arranged sections with enrollment
• Changing any session (8 wk 1, 8 wk 2, Semester Length) to a mini even if enrollment has not occurred
• Changing the session of a class even if enrollment has not occurred to any of the following:
       a) Semester length to 8 wk 1 or 8 wk 2
       b) 8 wk 1 to Semester length or 8 wk 2
       c) 8 wk 2 to Semester length or 8 wk 1
       d) 8 wk 1 or 8 wk 2 to Semester length

Please adhere to the following steps:

1. Registrar's Office is notified via a section correction form that a class is being cancelled due to any of the examples listed above (please indicate reason for change in note section on the section verification form).

2. Registrar's Office is notified of the new class information via a scheduling request form.

3. Ideally, steps #1 and #2 should take place at the same time if possible. Please provide three options of day and time in ranked order on the Scheduling Request form. Standard procedures in place for departments where Dean's Office approval is required remain in effect.

4. Inform the instructor of record that when a course is cancelled in PeopleSoft, the associated Blackboard course will be disabled. This makes the course inaccessible to everyone – students, instructor, and system administrator. The instructor should be given an opportunity to export the course before the course is cancelled so that it can be imported into a new Blackboard course. It may not be possible to restore submissions in a course once it has been disabled, the instructor should download an archive of their Blackboard course prior to cancelation.

   See the links below on how to export and import course information from Blackboard:
   •How to Archive and Export a course
   •How to Import a course Archive package
   •If you need to restore a disabled course, contact the ITS Help Desk

5. Departments must notify students regarding the cancelled class section and inform them of any information necessary regarding re-enrolling in the new class section including how to obtain new permission numbers to make the process seamless for students. We strongly suggest that you provide any additional information that might be helpful to the student (e.g., suggesting like courses within your department). The following query is being provided for your convenience in the event you need to contact students: UASR_CLASS_ROSTR_VW_EMAIL

The query UASR_CLASS_ROSTR_VW_EMAIL will prompt you for term and class #. Enter the term and class # of the cancelled class. The query will return the following data: Student ID#, Student Name, Grading Basis of Course, Units Taken (credits), Student's Primary Program, Student's Academic Level, Student's Status, and most importantly - the student's e-mail address. We have included a template letter for your convenience, as well. Please feel free to modify as you see fit.

For any of the following examples or any others that are not listed that you have questions about, please contact the Registrar's Office to discuss options:

•   Changing the credits of a variable credit class with enrollment
•   Changing the format of delivery of a class section (e.g., changing to a blended or fully online course) with enrollment
•   Changing the Grading Basis for a class with enrollment

Sample letters:

Greetings:

We are writing to inform you that class XYZ has been cancelled and dropped from your schedule. We apologize for any inconvenience this may cause.

We have scheduled a new class section (include class #) – the dates and times are as follows: _____. If you wish to select this class you may do so via MyUAlbany (include permission number if applicable). Should this new class not be a suitable option for you and you need to select an entirely different course, we recommend you consult your advisor.

As with any change in your schedule, please be advised that enrollment changes may impact your eligibility for financial aid for the current term and/or future terms. Please consult the Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards.

Thank you for your patience,

Department XYZ

OR in the event a new section is not scheduled:

Greetings:

We are writing to inform you that class XYZ has been cancelled and dropped from your schedule. We apologize for any inconvenience this may cause.

We regret to inform you that we are unable to offer this class this semester. If you need to select an entirely different course, we recommend you consult your advisor.

As with any change in your schedule, please be advised that enrollment changes may impact your eligibility for financial aid for the current term and/or future terms. Please consult the Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards.

Thank you for your patience,

Department XYZ

Appendix C

Making Changes to Classes using Blackboard – After Enrollment

Students are able to access Blackboard courses as soon as two weeks prior to the first day of the semester. This applies to ALL courses – online, blended, face-to-face.

The rule of thumb is NOT to change course sections AFTER students have been able to access the course.

When a course is cancelled in PeopleSoft, the associated Blackboard course will be disabled. This makes the course inaccessible to everyone – students, instructor, and system administrator. The instructor should be given an opportunity to export the course before the course is cancelled so that it can be imported into a new Blackboard course if necessary.

See the links below on how to export and import course information from Blackboard:
•How to Archive and Export a course
•How to Import a course Archive package
•If you need to restore a disabled course, contact the ITS Help Desk

In general, once the semester is in session, it is best to minimize changes to course sections. The course ID in Blackboard is connected to its identifiers in PeopleSoft. The unique identifier for a Blackboard course connects to a unique section record for a class in PS. Switching student enrollment from one to another often results in problems when they have already submitted work. It is analogous to a student attending an on-campus classroom where their submitted work is stored, but then they are re-assigned to a different room and they no longer have the key to the previous classroom where their work is stored AND the work cannot be moved into the new classroom.

Appendix D

Guidance on Credit Hours

Generally, one credit represents the equivalent of one hour of lecture or recitation or at least two hours of laboratory work each week for one semester or the equivalent in honors study. The number following each course title; e.g., (3), indicates the credits offered for that course.

According to NYSED (NYS Education Department):

Credit means a unit of academic award applicable towards a degree offered by the institution. Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of *50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2(c)(4). This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.

The University at Albany utilizes 55 minutes per credit hour for lecture/discussions and 120 minutes for labs.

How to calculate contact hours for a term/semester lecture class:

Number (#) of credits x 55 minutes per week x 15 weeks/ 60 = total hours per semester (inclusive of final exam). Final Exams are two hours long.

Lecture Courses -

Credit	Total Contact Minutes/week	Total Hours Per Semester (includes two hour final exam)	Total Contact Hours Per Semester (without final exam)
1	55 minutes	13.75 hours	11.75 hours
2	110 minutes	27.5 hours	25.5 hours
3	165 minutes	41.25 hours	39.25 hours
4	220 minutes	55 hours	53 hours
5	275 minutes	68.75 hours	66.75 hours
6	330 minutes	82.5 hours	80.5 hours
7	385 minutes	96.25 hours	94.25 hours
8	440 minutes	110 hours	108 hours
9	495 minutes	123.75 hours	121.75 hours
10	550 minutes	137.5 hours	135.5 hours
11	605 minutes	151.25 hours	149.25 hours
12	660 minutes	165 hours	163 hours
13	715 minutes	178.75 hours	176.75 hours
14	770 minutes	192.5 hours	190.5 hours
15	825 minutes	206.25 hours	204.25 hours

If there is to be a variance from the State standard, the rationale should be proposed to the College, supported and documented.

Lab Courses –

Credit	Total Contact Minutes/week	Total Hours Per Semester (includes two hour final exam)	Total Contact Hours Per Semester (without final exam)
1	120 minutes	30 hours	28 hours
2	240 minutes	60 hours	58 hours
3	360 minutes	90 hours	88 hours
4	480 minutes	120 hours	118 hours
5	600 minutes	150 hours	148 hours
6	720 minutes	180 hours	178 hours
7	840 minutes	210 hours	208 hours
8	960 minutes	240 hours	238 hours
9	1080 minutes	270 hours	268 hours
10	1200 minutes	300 hours	298 hours
11	1320 minutes	330 hours	328 hours
12	1440 minutes	360 hours	358 hours
13	1560 minutes	390 hours	388 hours
14	1680minutes	420 hours	418 hours
15	1800 minutes	450 hours	448 hours

Appendix E

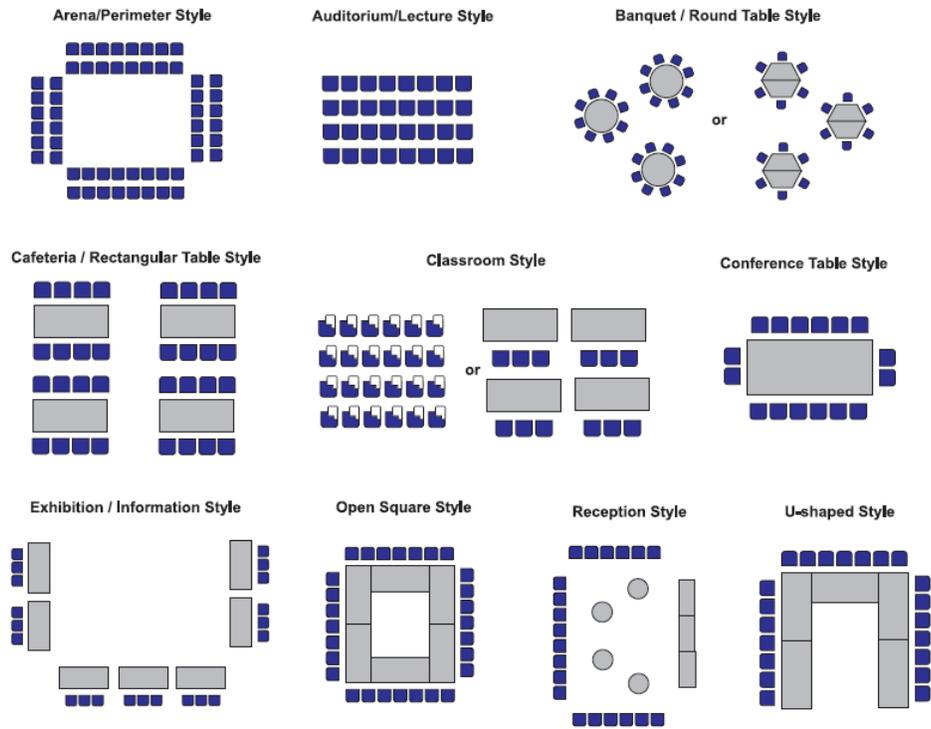## Classroom Layout and Layout of Furniture

In an effort to maintain the University's academic space, please be mindful of the following checklist of items:

- If you have a need to readjust the furniture in the room, we ask that you please restore it to its default configuration. See Academic Space – Default Setup Styles below for classroom setup styles.
- Please do not move furniture from one room to another.
- Please close windows and doors when exiting a room.
- Please do not use permanent markers or abrasive cleaning products on whiteboards.
- Before you leave a classroom with technology:
    - ✓ Log out of the computer but do not shut it down
    - ✓ Lift the projection screen(s)
    - ✓ Turn off the projector(s) and lights using the touch panel (Crestron unit)
    - ✓ Place all technology on their respective recharging racks
    - ✓ Return all equipment to the cabinet
    - ✓ Ensure that the cabinet door is secured
- To report facility, furniture, or reasonable accommodation problems in rooms scheduled by the Registrar's Office, please call 518-442-3480 or e-mail customerservice@albany.edu.
- To report classroom technology problems:
    - o Uptown: Call 518-442-3647 or e-mail smartclass@albany.edu.
    - o Downtown: Call: 518-442-5112 or e-mail orderav@albany.edu

If you have any questions on the room you are assigned, please contact the Registrar's Office at scheduling@albany.edu.

The University has designed some of its classrooms to allow for flexibility and to enable multiple room layouts in order to meet the needs of a variety of teaching pedagogies. There are certain classroom layout changes that can be made on-demand by users of classroom space. For example, students and faculty can move tables and chairs, in a basic classroom, from a lecture format of straight rows to a forum format of U-Shaped rows within a class period. If you have a need to readjust the furniture in the room, we ask that you please restore it to its default configuration. In most cases, this means individual desks in rows facing front. In the case of round or rectangular tables, this means desks with a normal distribution in the room and chairs placed 5 or 6 around each table.

Academic Space – Default Setup Styles

Arena/Perimeter Style   Auditorium/Lecture Style   Banquet / Round Table Style

Cafeteria / Rectangular Table Style   Classroom Style   Conference Table Style

Exhibition / Information Style   Open Square Style   Reception Style   U-shaped Style

Sample Classroom Style

Sample U-Shaped

Appendix F

Scheduling Policies Referenced in Development of this Document

- American Association of Collegiate Registrars and Admissions Officers – Managing Academic Space, a Guide for Higher Education Institutions
- Washington and Lee
- University of Minnesota
- University of Connecticut
- Boise State University
- SUNY Geneseo
- University of Oregon
- University of Michigan
- University of Wisconsin
- Ohio State University
- University of Alabama
- Syracuse University
- Stanford University
- University of California - Berkeley
- SUNY Buffalo State