Scheduling Instructions
SPRING 2019

Scheduling Timeline

<table>
<thead>
<tr>
<th>Activities</th>
<th>Deadline Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>eCSP Opens</td>
<td>9/10</td>
</tr>
<tr>
<td>Review/Approval of Schedule by Chairs and Deans*</td>
<td>9/10 – 10/9</td>
</tr>
<tr>
<td>Initial Schedule Submission due to Schedulers</td>
<td>10/10</td>
</tr>
<tr>
<td>Blackout Period for Registrar Processing</td>
<td>10/10 – 11/8</td>
</tr>
<tr>
<td>Priority Registration Opens</td>
<td>11/9</td>
</tr>
<tr>
<td>SPRING Registration Opens</td>
<td>11/12</td>
</tr>
</tbody>
</table>

*Note to Schools: Kindly ensure you incorporate your approval timeframe within the scheduled due dates.

For ALL Scheduling Materials and Supplemental Forms kindly visit our web page at:
http://www.lehman.edu/registrar/scheduling-materials.php

- Bell Schedule
- Revised Guidelines for Modes of Instructions
- Definition of Modes of Instructions
- Computer Lab Request
- Media Room Request
- Lecture Hall Request
- Modification Form
- Add Form

Course Scheduling Strategies

*Kindly consider the following:

- **Schedule course within the prescribed Bell Blocks.** This will assist us to utilize rooms more efficiently, hence avoiding gaps. This will also decrease potential scheduling conflicts for students.

- **Spread courses throughout all of the bell blocks.** This will provide more options for students to take back to back courses. Also, when too many classes are offered during peak bell blocks rooming becomes challenging due to a finite number of classrooms.

- **Do not schedule too many evening classes on the same night.** Kindly spread your courses evenly over the evenings. Overloading sections on one particular night and offering fewer on other nights can lead to limited scheduling options for students and problems assigning rooms.
- **When scheduling hybrid classes, please try to match up pairs.** Schedule hybrids into the same two-day bell block, one on each day of the block. This will avoid having a classroom sitting empty for half the bell block.

- In an effort to spread classes throughout the week and to ensure times are equally distributed (8:00am - 10:00pm). Kindly review the calendar view on eCSP before approving cases.

- Due to space constraints, when adding course(s) after the deadline, kindly add during off-peak days/hours. This will ensure room availability.

The following steps will guide you to view the eCSP calendar view:

1. Click on **Documents**.
2. Click on the **Semester** that you want to view.
3. On the **Search** bar, enter your department name.
4. Last, click on the calendar.

![Calendar view on eCSP](https://img.example.edu/calendar.png)