

# **REGISTRAR'S OFFICE**

## **CLASSROOM SCHEDULING POLICIES AND PROCEDURES**

**2015 - 2016**

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## WHO'S WHO IN THE REGISTRAR'S OFFICE

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<p><b>Derwent Dawkins Associate Registrar</b>  <a href="mailto:ddawkins@lagcc.cuny.edu">ddawkins@lagcc.cuny.edu</a>            718.482.5013</p>	<p><b>Responsible for:</b> Manage Course Scheduling, Technology Support, Manage DegreeWorks &amp; Curriculum, Manage registration activities</p>
<p><b>Tanya Lavezzari</b>  <a href="mailto:tlavezzari@lagcc.cuny.edu">tlavezzari@lagcc.cuny.edu</a>            718.482.5119</p>	<p><b>Responsible for:</b> Technology Support, DegreeWorks Updates, Process Readmission and Reinstatement Requests</p>
<p><b>Ganga Persaud</b>            718.482.5014  <a href="mailto:gangap@lagcc.cuny.edu">gangap@lagcc.cuny.edu</a></p>	<p><b>Responsible for:</b> Students CUNYfirst account, Graduation Evaluation, registration, User Access Authorization</p>
<p><b>Carmen Marte Assistant Registrar</b>  <a href="mailto:cmarte@lagcc.cuny.edu">cmarte@lagcc.cuny.edu</a>            718.482.5051</p>	<p><b>Responsible for:</b> Process LPN and LRN Candidacy, Residency Requests, Student Demographic Data Updates</p>
<p><b>Melvy Mileta</b>  <a href="mailto:mmileta@lagcc.cuny.edu">mmileta@lagcc.cuny.edu</a>            718.482.5004</p>	<p><b>Responsible for:</b> Administrative Assistant and Support Staff</p>
<p><b>Stephen Silva</b>  <a href="mailto:ssilva@lagcc.cuny.edu">ssilva@lagcc.cuny.edu</a>            718.482.5076</p>	<p><b>Responsible for:</b> Course Scheduling, Independent Study Contract processing, and assisting office with registration</p>
<p><b>Norella Moreno</b>  <a href="mailto:norellamo@lagcc.cuny.edu">norellamo@lagcc.cuny.edu</a>            718.482.5136</p>	<p><b>Responsible for:</b> Graduation Evaluation &amp; Certification, Verification letters</p>
<p><b>Ecaterina Carabasu Associate Registrar</b>  <a href="mailto:ecarabasu@lagcc.cuny.edu">ecarabasu@lagcc.cuny.edu</a>            718.730.7597</p>	<p><b>Responsible for:</b> Ensures Compliance, and implement measures related to FERPA, CUNY and College's polies and procedures</p>
<p><b>Allyson Santiago</b>  <a href="mailto:asantiago@lagcc.cuny.edu">asantiago@lagcc.cuny.edu</a>            718.482.5221</p>	<p><b>Responsible for:</b> Major Changes, Candidacy and Graduation Evaluation, Withdrawal processing</p>
<p><b>Anthony Sclafani</b>  <a href="mailto:asclafani@lagcc.cuny.edu">asclafani@lagcc.cuny.edu</a>            718.482.5012</p>	<p><b>Responsible for:</b> Graduation Evaluation &amp; Certification, ePermit Processing and Candidacy Evaluation for the Occupational Therapy, Physical Therapy and Veterinary Technology programs</p>
<p><b>Jackie Lee</b>  <a href="mailto:jaclee@lagcc.cuny.edu">jaclee@lagcc.cuny.edu</a>            718.482.5408</p>	<p><b>Responsible for:</b> Grade Changes, High School registration and grading and web update, Waiver and Substitution processing</p>

## **OVERVIEW**

Classroom scheduling is a dynamic process requiring evaluation of class size, equipment specifications, and pedagogical changes each term. Since teaching facilities are a finite resource; every effort will be made to ensure that classrooms are assigned fairly, used appropriately, and accommodate the College's academic and instructional needs.

The mission of the Registrar Office's scheduling team is to provide accommodations within the space utilization requirements of the entire College. Our primary goal is to maximize seat utilization as well as apply scheduling policies in a consistent and equitable manner.

To optimize classroom space use, the Derwent Dawkins, Associate Registrar, Systems and Scheduling will match as closely as possible capacities of classrooms to the maximum enrollment capacity indicated by the department. He/she will make every effort to accommodate specific room and resource requests.

These objectives and classroom utilization expectations apply to all academic departments, ACE and specialized College and CUNY programs (i.e. College Now, ASAP, etc.)

## **REGISTRAR'S COURSE AND CLASSROOM SCHEDULING OPERATIONS SCHEDULE**

Each year the Registrar's Office proposes a four-term operations schedule in collaboration with Academic Affairs, ACE and Information Systems. The Operations Schedule includes approved production dates and deadlines for implementing next year's course offering. The schedule is meant to ensure that all responsibilities related to building the schedule is completed before a final list of classes is published on the web.

## **STANDARD MEETING PATTERN**

Classroom scheduling practices are greatly enhanced by adhering to standardized meeting day and time patterns. Departments are expected to distribute their classes equitably throughout the week and during each class meeting period. The standard meeting time pattern for classes at LaGuardia Community College are as follows:

## **MONDAY THROUGH FRIDAY**

### **All Buildings**

6:45 a.m. - 7:45 a.m.  
8:00 a.m. - 9:00 a.m.  
9:15 a.m. - 10:15 a.m.  
10:30 a.m. - 11:30 a.m.  
11:45 a.m. - 12:45 p.m.  
1:00 p.m. - 2:00 p.m.  
2:15 p.m. - 3:15 p.m.  
3:25 p.m. - 4:25 p.m.  
4:35 p.m. - 5:35 p.m.  
5:45 p.m.- 6:45 p.m.  
6:55 p.m. - 7:55 p.m.  
8:05 p.m. - 9:05 p.m.  
9:15 p.m. - 10:15 p.m.

## **SATURDAY**

### **All Buildings**

6:45 a.m. - 7:45 a.m.  
8:00 a.m. - 9:00 a.m.  
9:15 a.m. - 10:15 a.m.  
10:30 a.m. - 11:30 a.m.  
11:45 a.m. - 12:45 p.m.  
1:00 p.m. - 2:00 p.m.  
2:15 p.m. - 3:15 p.m.  
3:25 p.m. - 4:25 p.m.  
4:35 p.m. - 5:35 p.m.  
5:45 p.m.- 6:45 p.m.

## **SUNDAY**

### **C, M and E Buildings Only**

6:45 a.m. - 7:45 a.m.  
8:00 a.m. - 9:00 a.m.  
9:15 a.m. - 10:15 a.m.  
10:30 a.m. - 11:30 a.m.  
11:45 a.m. - 12:45 p.m.  
1:00 p.m. - 2:00 p.m.  
2:15 p.m. - 3:15 p.m.  
3:25 p.m. - 4:25 p.m.  
4:35 p.m. - 5:35 p.m.  
5:45 p.m.- 6:45 p.m.

## **BUILDING THE COURSE SCHEDULE**

Each semester the Associate Registrar for Systems and Scheduling will make available to Department Chairs a report of classes offered during the previous year. This report, compiled of departmental scheduling worksheets, is called the “Pass.”

Passes are distributed approximately 6 months prior to the beginning of a semester. They provide the framework for which next year’s schedule can be built. The initial scheduling of classrooms is based on the information provided when the Passes are returned from the Chairs.

The Passes are designed to allow departments to request specific classrooms or to provide information that will aid in the classroom scheduling process. Each academic department chair is responsible for updating their respective Pass and returning it to the Registrar’s office by the deadlines listed in the Registrar’s Office Course and Classroom Scheduling Operations Schedule. See Attachments #1 and #2 for updated Operation Schedules.

When updating the Pass, building and room preferences should be noted along with any requests for specific room attributes (i.e. smart rooms, double whiteboards, etc.)

Specific requests for a departmental-controlled classrooms or laboratories should also be noted on the Pass at the time it is returned to the Registrar’s Office.

Academic departments will have three opportunities to update the Pass before the Associate Registrar for Systems and Scheduling finalizes the course schedule. Once all course information has been returned by the Department Chairs, the scheduling team begins to assign classrooms.

Due to limited room availability, not all classes can be assigned during the day or time requested. Such classes are identified by the scheduling team as either a “Loser” or a “Not Possible.”

### **A “Loser” indicates that**

- (a) No classrooms are available that meet the physical characteristics requested
- (b) No classrooms are available that meet the capacity requested

### **A “Not Possible” indicates that**

No rooms are available during the day or time requested

On the occasion that the scheduling team is not able to match a room to a class, the affected academic departments will be notified. In order to room the class, the Associate Registrar for Systems and Scheduling will request that either the days, times or primary limit of the courses be altered.

## **NOTES**

- The Registrar's Office asks that Chairs make every effort to assign instructor names to course listings when returning their Pass.
- The assignment of a specific room at a specific time in a given term does not automatically guarantee a continuing assignment of that room each semester.
- To accommodate the growing course schedule, there will be some room assignments that do not have the feature(s) requested (i.e. specific building or overhead projector). Classes using non-standard class meeting times will receive a lower priority in the room assignment process.

## **CLUSTERS**

Clusters are a group of classes connected by a common theme. When students register for one course within a cluster, they are automatically registered for the other courses linked within the cluster. During the Pass process individual department chairs are not allowed to change the meeting times of clustered courses offered by other departments.

## **PRIMARY AND SECONDARY LIMITS**

Primary Limits reflect the departmentally specified enrollment capacity for each course. Adjustments to Primary Limits can be made for specific course sections at the request of the department (i.e. honors sections, clusters, etc.) Occasionally the Registrar's office will have to lower a Primary Limit in order to adhere to the seating capacity of the classroom assigned. The respective Department Chair will be notified if the Registrar's Office lowers the Primary Limit of a course.

Secondary Limits reflect the actual classroom seating capacity. Department Chairs and Program Directors may use the Secondary Limit as a reference when considering or issuing class over-tallies.

## **RAPID RESPONSE**

The Rapid Response period occurs approximately two-weeks before the onset of a new semester session; Rapid Response ends on the last day a student may Add/Drop courses to their schedule. During this period, Chairs may request additional sections be added to the upcoming sessions' schedule. Changes to pre-existing class times, locations, primary limits, etc. may also be requested during the Rapid Response period.

All requests should be submitted via e-mail to the scheduling team at [Scheduling@lagcc.cuny.edu](mailto:Scheduling@lagcc.cuny.edu) or to the team members at Derwent Dawkins ([ddawkins@lagcc.cuny.edu](mailto:ddawkins@lagcc.cuny.edu)) Stephen Silva ([ssilva@lagcc.cuny.edu](mailto:ssilva@lagcc.cuny.edu)), Allyson Santiago ([asantiago@lagcc.cuny.edu](mailto:asantiago@lagcc.cuny.edu)). The scheduling team agrees to reply to all requests made during Rapid Response within one hour.

**Note:** When requesting course additions during the Rapid Response period, successful rooming of a course is optimized when using off-peak hours (i.e. 8:00 - 9:00 a.m. or 2:15 - 5:35 p.m.) and hours that follow the standardized meeting pattern (see page 3).

### **DOUBLE BOOKING**

In the event that two classes are scheduled simultaneously in the same room the Associate Registrar for Systems and Scheduling will respond immediately to identify another classroom and relocate the faculty and students. Class size and equipment requirements will be primary determining factors in correcting any double booking event.

### **ACADEMIC DEPARTMENT-OWNED ROOMS**

Specific departments have dedicated instructional space that is used exclusively to accommodate their course offerings. Department chairs assign classes to these rooms during the Pass process. The scheduling team depends on departmental use of these rooms to minimize demand on the College's general pool of instructional space. Please refer to the chart below for a current list of the department-owned rooms.

### **ACE ROOMING**

Each session, ACE personnel compiles a course offering list with pre-assigned space based on the pool of ACE-owned classrooms. This list is loaded into Resource25 (classroom scheduling software). The Associate Registrar for Systems and Scheduling works with the ACE scheduling team to ensure that classes are roomed appropriately.

A complete list of all campus spaces is available online at <http://ekstg.laguardia.edu/r25/>.



## **CONTINGENCY ROOMS**

Contingency rooms/spaces that are not part of the College's general pool of classrooms should be used as a last resort when scheduling. When a contingency room is used to house a class, it should be done with the prior approval of the room's owner. Please refer to the chart below for a current list of the College's contingency rooms.

<b>Class-room</b>	<b>Label</b>	<b>Space "Owner"</b>	<b>Contact</b>	<b>Capacity</b>
M200L	Computer Laboratory	Instructional Services	Theresia Litvay-Sardou	24
C107A	One Stop Center Conf Room	One Stop Center	Lauren Mcghee	20
E256	Faculty Computer Laboratory	Instructional Services	Theresia Litvay-Sardou	30
C126	Registrar Laboratory	One Stop Center	Stephen Silva	24
E322	Conference Room	Administration	Diane Colon	48
E243	Main Stage Theatre	College & Community Relations	Steven Hitt	750

## **NEGOTIATING ROOM SPACE**

Once the majority of credit-bearing and non-credit bearing classes have been roomed, the Associate Registrar for Systems and Scheduling will negotiate the assignment of any remaining available classroom space.

## **CLASS PASS TIME**

Faculty are responsible for sharing the fifteen-minute 'pass time' between classes. Every effort should be made to vacate the classroom in a timely manner, allowing the following instructor to set-up and prepare, as well as allowing the finishing instructor to make final remarks and gather materials. There is no 'ownership' of this time. Students should be encouraged to meet with their instructor at a mutually agreed upon time rather than during the 'pass time.'

## **CLASSROOM CHANGES**

Within the first two weeks of the semester, the Registrar's Office may request room changes for classes based on low actual enrollment. Sections may be reassigned to smaller rooms if they do not reach projected capacities. The Associate Registrar for Systems and Scheduling will notify the faculty members, Chair/Director and, all enrolled students if a room assignment has been changed.

Classroom assignments may be changed when a room assignment is determined inadequate for a student or instructor with a physical disability.

## **REQUESTING A ROOM CHANGE**

Requests for class room changes must be sent to the Registrar's Office by department Chair or the designee of the Chair or ACE Leadership.

Academic faculty members should direct all room change requests to their Chair (or designee). ACE faculty members should direct all room change requests to Bruce Kurzius.

Chairs and ACE leadership will forward room change requests to the Registrar's scheduling team at [Scheduling@lagcc.cuny.edu](mailto:Scheduling@lagcc.cuny.edu) or Derwent Dawkins ([ddawkins@lagcc.cuny.edu](mailto:ddawkins@lagcc.cuny.edu)), Stephen Silva ([ssilva@lagcc.cuny.edu](mailto:ssilva@lagcc.cuny.edu)), Allyson Santiago ([asantiago@lagcc.cuny.edu](mailto:asantiago@lagcc.cuny.edu)). The Chair or ACE leadership will receive an update from the scheduling team, via email, with two business days.

Occupying a room without notifying the Registrar's Office is unauthorized. All room assignments must be approved by the Registrar's Office.

- Faculty members are responsible for notifying their students when a room change request is granted.
- Registrar's Office will also post a room change sign for students' direction.
- In the event that a classroom is reassigned by the Registrar's Office, our scheduling team will notify the affected students, faculty member and department Chair.

## **CLASSROOM DEFICIENCIES, REPAIR REQUESTS OR EQUIPMENT ISSUES SHOULD BE REPORTED TO THE FOLLOWING DEPARTMENTS:**

**ADMINISTRATIVE AND SUPPORT SERVICES**  
(Furniture, White Boards, Markers & Erasers, Etc)  
**Diane Colon, Administrative & Support Services**  
718-482-5506  
[dianec@lagcc.cuny.edu](mailto:dianec@lagcc.cuny.edu)

**BUILDING OPERATIONS**  
(Temperature, Lights and Fixtures)  
**Yury Fastovsky, Director**  
718-482-5580  
[yfastovsky@lagcc.cuny.edu](mailto:yfastovsky@lagcc.cuny.edu)

**TECHNOLOGY SUPPORT**  
(Computer and Projector Malfunction, Web Attendance Log-in Issue)  
<http://it.laguardia.edu/>  
718-482-6134

## **STUDENTS REQUIRING PHYSICAL ACCOMMODATIONS**

Classroom assignments may be changed by the Registrar's Office when a room is determined to be inaccessible for a student.

Under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, LaGuardia Community College has an implicit responsibility to ensure that students with disabilities have equal access to its programs and services, and that the rights of students with disabilities are not denied. The Office for Student Services and Disabled Students Programs (OSSDS) provides advocacy to ensure access to all college programs and facilitates the transition to college life for students with disabilities. All students are required to register with supporting documentation. Appropriate accommodations and services are determined and may include:

- academic, career and personal counseling
- registration
- academic advisement
- support services such as readers, note takers, and tutors;
- proctoring exams for students, and
- the use of the assistive technology lab

### **Address**

LaGuardia Community College  
Office for Student Services and Disabled Students  
31-10 Thomson Avenue  
Shenker Hall (M) Building, Room M102  
Long Island City, New York 11101-3071

### **Office Hours and Contact Information**

Room M 102  
Monday – Thursday: 9:00AM - 8:00PM  
Friday 9:00AM - 5:00PM (except summer)  
Telephone 718-482-5279  
Fax 718-482-6055  
TTY 718-482-6057  
E-mail OSD@lagcc.cuny.edu

### **Staff**

Matthew S. Joffe, Senior Director,  
Office for Student Services and Disabled Students  
718-482-5278  
Jhony Nelson, Director of Disabled Students Services 718-482-5260  
Regina Varin-Mignano, Counselor/Coordinator  
Clara Roca, Office Manager 718-482-5279

## **INSTRUCTORS REQUIRING PHYSICAL ACCOMMODATIONS**

The City University of New York, in compliance with Sections 503 and 504 of the Federal Rehabilitation Act of 1973 (“Rehabilitation Act”), the Americans with Disabilities Act of 1990 (“ADA”), New York State Executive Law §296, and the New York City Human Rights Law, provides qualified individuals with disabilities the opportunity to participate in programs, activities, or employment.

The Human Resources Director, along with supervisors of each constituent college of The City University of New York is responsible for making arrangements to provide reasonable accommodations to applicants for employment and current employees.

The Registrar’s Office works collaboratively with the Director of Human Resources, to ensure that class room assignments for faculty requiring accommodations are scheduled accordingly.

### **Procedures for Requesting an Accommodation**

#### **Applicants for Employment**

As part of a standard acknowledgment letter, individual applicants are to be instructed to contact the college’s Director of Human Resources if an accommodation is needed to participate in the application/interview process. The Human Resource Director will make arrangements with the appropriate individuals to provide a reasonable accommodation.

#### **Current Employees**

Upon initial hire, each employee is given the opportunity to self-identify as a person with a disability and to request a reasonable accommodation. The self-identification form is to be circulated annually by Human Resources to all current employees to permit the self-identification of employees who may have become disabled subsequent to initial hire. An employee should make any initial request for accommodation to her/his immediate supervisor. Alternatively, an employee may direct his/her request to the Director of Human Resources at the site. In either case, consultation between the employee’s supervisor and the Director of Human Resources should take place to determine whether the requested accommodation, or an alternate accommodation, is appropriate and should be implemented.

Appropriate supporting documentation should be provided to the Human Resources Director. If the proffered accommodation is acceptable to the employee, the Human Resources Director should inform the 504/ADA Compliance Coordinator of the nature of the accommodation. When an accommodation is complex or requires college expenditures, the supervisor and the Human Resources Director are required to obtain the input of the 504/ADA Compliance Coordinator and/or other college officials. Such consultation shall be confidential, and limited to those officials whose input is necessary to the decision. Employees may consult with the college’s 504/ADA Compliance Coordinator at any time to discuss and understand their rights under the Rehabilitation Act, the ADA and state and local legislation, and they are encouraged to do so.

Additional information regarding the University’s Reasonable Accommodations Policy can be found at:

<http://www.lagcc.cuny.edu/humanresources/Policies/ReasonableAccomodationPolicy07.pdf>

## **PRIORITY MEASURES FOR MOVING A CLASS**

The Office of the Registrar makes every possible effort to accommodate requests received to switch a class room; however, decisions are based on availability of space, taking into consideration the categories listed below.

### **HIGH PRIORITY**

Student or faculty member requiring physical accommodations

Pre-specified technology requirements not met

Instructor's back to back classes are in different buildings

### **LOW PRIORITY**

Classroom closer to the faculty's office or department

Room temperature or cleanliness

Need for larger board space

Need for moveable seating

## **FINAL EXAMINATIONS**

In accordance with the Academic Calendar all final examinations are to be administered on the day and hour indicated in the schedule of classes. Requests for additional or alternative space for exams may be made to the scheduling team. In an effort to minimize disruptions during final exams, events and review sessions are discouraged during finals weeks.

**Registrar's Office Course and Classroom Scheduling Operations  
Fall Session-I 2015 through Spring Session-II 2016**

<b>THE PASSES</b>	<b>FALL Session I Start Date September 8, 2015</b>	<b>FALL Session II Start Date January 4, 2016</b>	<b>SPRING Session I Start Date March 5, 2016</b>	<b>Spring Session II Start Date June 27, 2016</b>
Distribute Pass #1 to Chairs	January 12, 2015	January 12, 2015	June 1, 2015	June 1, 2015
1st Pass returned from Chairs to the Registrar's Office	February 11, 2015	February 11, 2015	September 16, 2015	September 16, 2015
Distribute Pass #2 to Chair	March 30, 2015	March 30, 2015	October 8, 2015	October 8, 2015
2nd Pass returned from Chairs to the Registrar's Office	April 21, 2015	April 21, 2015	October 23, 2015	October 23, 2015
Distribute Pass #3 to Chair	May 7, 2015	May 7, 2015	November 9, 2015	November 9, 2015
3rd Pass returned from Chairs to the Registrar's Office	May 18, 2015	May 18, 2015	November 16, 2015	November 16, 2015
Receive ACE course list proposal	May 28, 2015	November 12, 2015	January 11, 2016	April 19, 2016
Distribute Confirmation Pass to Chairs	May 22, 2015	May 22, 2015	November 23, 2015	November 23, 2015
<b>COURSE ROOMING</b>				
Course offering available on the web	May 26, 2015	May 26, 2015	November 23, 2015	November 23, 2015
Registrar's Office begins accepting class addition requests from Chairs	August 7, 2015	December 1, 2015	February 4, 2016	May 5, 2016
Registrar's Office responds to Chair's class additions and room adjustment	May 26 - September 4, 2015	May 26, 2015 - Jan, 1 2016	November 23, 2015 - March 3, 2016	November 23, 2015 - June 24, 2016
Final credit room assignments completed	May 22, 2015	May 22, 2015	November 23, 2015	November 23, 2015
Final ACE room assignments completed. Negotiate room space (if necessary) between Academic Affairs and ACE	September 1, 2015	December 18, 2015	January 26, 2016	May 2, 2016
<b>RAPID RESPONSE</b>				
Department Chairs submit final requests for class additions, cancellations and adjustments)	August 7, 2015 - September 4, 2015	December 11, 2015 - December 29, 2015	February 2, 2015 - March 4, 2016	May 12, 2016 - June 24, 2016
<b>FINAL DETAILS</b>				
<b>Process credit cancellations caused by low enrollment</b>	<b>August 31, 2015 (tentative)</b>	<b>December 21, 2015 (tentative)</b>	<b>February 23, 2016 (tentative)</b>	<b>June 22, 2016 (tentative)</b>
Class Rosters Available	September 4, 2015	December 31, 2015	March 2, 2016	June 23, 2016