



# MANUAL OF PROCEDURES

<b>TITLE</b> Master Schedule Production	<b>NUMBER</b> 4620
<b>BASED ON POLICY NUMBER AND TITLE</b> Policy II-7: Planning for the Master Schedule	<b>DATE</b> March 4, 1975

## I. PURPOSE:

To provide an efficient procedure for preparation of the Course Master Schedule.

## II. PROCEDURE:

- A. The Office of Student Records is responsible for the coordination and production of the Master Schedule of courses for each term.
  1. The Office of Academic Affairs submits information for all approved courses for each term to the Office of Student Records. All approved courses are submitted on the Course Scheduling Form (SSC2003/77, attached). Descriptions for courses which do not appear in the college Bulletin are submitted to Student Records on the Course Description Form (SSC2002/77, attached) for inclusion in the Master Schedule.
  2. Forms are reviewed and room assignments made for each course or section by the Office of Student Records. Conflicts in room/time assignment are resolved in consultation with the Office of Academic Affairs.
  3. The Office of Student Records coordinates the submission of copy for the Master Schedule of courses from appropriate offices.
- B. The Office of Student Records is responsible for the format and layout of the Master Schedule. All offices which submit information for inclusion in the Master Schedule of courses are given an opportunity to proof their material before it is finalized for the printer.
- C. Schedule for the production of the Master Schedule is determined by the Office of Student Records. Materials submitted after the established

VP FOR STUDENT AFFAIRS

DATE



# MANUAL OF PROCEDURES

<b>TITLE</b> Master Schedule Production	<b>NUMBER</b> 4620
<b>BASED ON POLICY NUMBER AND TITLE</b> Policy II-7: Planning for the Master Schedule	<b>DATE</b> March 4, 1975

deadlines cannot appear in the Master Schedule. Such materials will appear, if possible, in a supplement prepared for the beginning of each term.

- D. All additions, changes, and deletions to courses must be submitted to the Office of Student Records through the Office of Academic Affairs.

Attached:

Course Scheduling Form (SSC2003/77)

Course Description Form (SSC2002/77)



# MANUAL OF PROCEDURES

<b>TITLE</b> Master Schedule Production	<b>NUMBER</b> 4620
<b>BASED ON POLICY NUMBER AND TITLE</b> Policy II-7: Planning for the Master Schedule	<b>DATE</b> March 4, 1975

OFFICE OF ACADEMIC AFFAIRS  
COURSE SCHEDULING FORM

#4620  
3 of 4

Acronym Number Section

Fall	<input type="checkbox"/>
Spring	<input type="checkbox"/>
Mini A	<input type="checkbox"/>
Mini B	<input type="checkbox"/>
Summer	<input type="checkbox"/>
Term	

Year

Course Title (Computer will truncate after 30 spaces)

Stockton Credits

Capacity

For Computer Center Use Only

(Last Name) (Init.)  
Instructor(s)

(Faculty)  
Division

(Social Security Number)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type (Lecture, Lab, ECH Desired Days Time  
Studio, Field) Wing

For Computer Center Use

Course Description: Bulletin ☐ Attached ☐

Scheduling Criteria (Include media requests): \_\_\_\_\_

☐ Permission of Instructor if required

☐ Special Project Request Form is required

Prerequisites (Computer will truncate after 60 spaces)

Cross listed   
Acronym Number

Dean's Approval \_\_\_\_\_

