



Operating Protocol & Procedure

Details:

Number: 616

Title: Schedule of Classes Production

Category: Instruction

Office of Primary Responsibility: Academic Affairs

Approval Date: 7/1/15

Effective Date: 7/1/15

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Reviewed: Feb. 2025

Purpose:

To detail the process for the production of the schedule of classes and class scheduling at Pueblo Community College.

Applicability:

All Department Chairs and Academic Services Directors at each branch campus.

Definitions:

INB – Internet Native Banner

Schedule extract=the previous “like” semester’s course information pulled from Banner into an Excel spreadsheet

SSB – Self Service Banner

References:

None

Attachments:

- A. Process flow chart for Course Scheduling

Operating Protocol:

The schedule of classes will be published in SSB three times per year. The Scheduler, in collaboration with the Chief Academic Officer, sets the schedule of classes’ production timeline. The Scheduler will provide sufficient lead time to ensure that department chairs have adequate time to request, review and modify all course information. Timelines established will ensure that the schedule of classes will be available to advisors and students during registration periods according to the Academic Calendar.

Procedure:

- The scheduler pulls a schedule extract of previous "like" semester course information (e.g. spring to spring) from Banner into an Excel spreadsheet and sorts by department.
- The spreadsheet is delivered electronically to deans, department chairs, academic directors, academic excellence administrators, program coordinators, and division administrative assistants.
- Department chairs review, modify dates and class times, delete and add courses to the spreadsheet, and submit the first draft back to the scheduler.
- The scheduler inputs course information provided by the department chairs into the Banner software and assigns classrooms.
- Information from first draft is then extracted from Banner into an Excel worksheet and sent back to department chairs for final review.
- Department chairs meet with the scheduler individually to make final changes to their respective courses.
- The scheduler builds courses in INB based on the input given by department chairs during the final review.
- One week prior to registration, the Registrar's office opens course information in SSB for viewing only.
- When the registration period begins, courses will be open for registration.
- Department chairs must notify the scheduler of class cancellations, closures, and/or room changes.