Dear Deans,

We are now in the planning phase for the Spring 2025 schedule, and you play a significant role in the planning process, as well as in ensuring advanced coordination across colleges and campuses.

Here are some important milestones and guidance related to those efforts.

The Registrar will send an email to your schedulers, and copy you, that the Spring 2025 schedule has been rolled. Please plan spring within the larger context of the academic year: Fall 2024, Spring 2025, Summer 2025.

Final schedules are due from the programs to you no later than Friday, September 27. You might want to establish additional internal deadlines, to ensure time for advanced coordination across campuses and colleges, the appropriate balance of courses, etc.

Deans/designees submit the Spring 2025 schedule to Friday, October 4. The Dean/designee confirms in an email to OA complete and submitted.

Schedule is viewable Monday, October 28.

Priority Registration begins Friday, November 1.

courses. Short-term courses or weekend courses can be effective for our students. Consider the importance of textbook affordability to student success and have faculty work with your schedulers to have their courses marked as ZTC (Zero Textbook Cost) when appropriate.

Use standard time blocks/start times: Use the standard time blocks in the charts below. For late start courses, i.e., courses that begin later in the semester, use at least the standard start times. All exceptions to standard start times, regardless of campus, must be approved by the provost. Deans and associate deans have access to a *Class Schedule Exception Request Form 15-22* in the Academic Affairs Processes drive.

Coordinate: Coordinate with the community campuses to ensure the appropriate number of seats are available, along with a mix of delivery modes, days and times, everywhere. Where community campuses have full-time faculty in a discipline, I am asking that the department coordinate the scheduling of all online courses to include the Anchorage campus and affected community campuses. Departments will also want to coordinate with the campuses for scheduling online GER sections on campuses where only adjunct faculty are available to teach those GERs.

Carefully Consider Modality: Modality is a shared decision between faculty and administration. Faculty propose modality, and deans and community campus directors and their designees evaluate the need for various modalities and adjust accordingly. My guidance is that the simplest offerings are the best. "In Person" (either fully on campus or fully

from you or your college-level delegate and use the *Class Schedule Exception Request Form 12-15-22* that is in the Academic Affairs Processes folder.

As with any new or adjusted process, you will note things that can be improved. Please keep track of your ideas, and we will discuss this together as

Thank you for your attention to this important function.

Sincerely,

Denise