

**NORTHWEST VISTA COLLEGE
PROCEDURE**

Procedure Number: SS 4.1
Procedure Title: Classroom Schedule

I. Purpose

The purpose of this procedure is to ensure accurate and efficient scheduling of SDEV classrooms.

II. Procedure Statement

A. OPR: Senior Specialist-Student Success is the primary room scheduler for our discipline and a secondary Senior Specialist-Student Success is the alternate.

B. Once the schedule rolls from the previous Academic Year, the scheduler will review and un-schedule any classes that are in other departments' classrooms. The remaining schedule will be adjusted using the following considerations:

1. Access issues. The scheduler will discuss room preferences for any instructor with access issues.
2. Whenever possible, the scheduler will try to block schedule for instructors with multiple classes.
3. During the daily peak times, the SDEV 0171 will be scheduled in Pecan Hall 116.
4. For fall semester, work with other department admins to schedule any classes not in SDEV rooms.
5. Spring semester: Do not schedule daytime sections in MLH 101B.
6. Summer semester: Do not schedule any classes in MLH 101A and MLH 101B. These rooms will be used for New Student Orientations.

Contact for Interpretation: Director, SDEV & EDUC

Relevant Board Policy: N/A

Relevant SACSCOC Principle:

Last Updated: ___September 22, 2016___

Approved: _____
Vice President for Student Success