OFFICE OF THE CHANCELLOR

University of New Orleans
Office of Academic Affairs
Administrative Procedures

SUBJECT: Establishment of Instructional Schedules for Credit Courses

PURPOSE

To define the administrative authority, responsibilities and procedures for the preparation, publication and distribution of instructional schedules.

DEFINITIONS

Schedule of Instructional: The comprehensive schedule which lists all instructions offered for credit by the University during a semester or summer term.

Schedule of Instructional Modules: The schedule of instructional units from a limited category of classes for a special purpose.

Off-campus classes: Classes scheduled at locations other than the Main Campus or East Campus of the University.

Off-campus classes: Classes scheduled at locations other than the Main Campus or East Campus of the University.

GENERAL POLICY

The University is responsible for providing for students the kind and quality of educational opportunities which are appropriate to its mission. Scheduling decisions are to be made with the goal of providing students with the most appropriate organizational, student-faculty and productivity, faculty workload, varying instructional modes, availability of resources, and cost-effectiveness. However, student convenience is a major consideration in scheduling.

The Vice Chancellor for Academic Affairs will administer all instructional scheduling functions and will establish and publish the schedule of instructional.

AUTHORITY

The authority for the issuance of this AP is derived from Article VII, Section 4 of the Revised and Reorganized of the Board of Supervisors of the University of California.

SUPERSEDES

Office of Academic Affairs (OAA) Handbook, Section 1.

PROCEDURES

1. Preparing Instructional Schedules

A. General Guidelines

1. Schedule of Instructional which includes all classes offered will be prepared each semester and summer term.
2. The Office of Academic Affairs will coordinate the development of these schedules.
3. Schedules of Instructional will be published and distributed according to the following schedule:

a. Off-Campus Classes

(1) A department's proposed schedule of on-campus classes (including TVA, independent study, and similar instructions) is assigned an Due Date and Schedule Center Number (see chart as follows):

Week	Day	Time
11:00 a.m.	Friday	2:00 p.m.
11:00 a.m.	Friday	2:00 p.m.
11:00 a.m.	Friday	2:00 p.m.

NOTE: Schedule Center Number is a three digit number.

b. Off-Campus Classes

(1) Schedule of Instructional Modules

(2) Schedule of Instructional Modules

(3) Schedule of Instructional Modules

(4) Schedule of Instructional Modules

(5) Schedule of Instructional Modules

(6) Schedule of Instructional Modules

(7) Schedule of Instructional Modules

(8) Schedule of Instructional Modules