UNIVERSITY of ALASKA ANCHORAGE

Message from the Provost

March 2, 2026

Dear Deans and Community Campus Directors,

The Spring 2027 schedule will roll to your schedulers on Monday, March 9. As a reminder, due to the new AK State legislation and the earlier registration dates, UAA has developed a coordinated set of deadlines as part of the scheduling production calendar, posted on the Registrar's scheduling webpage. Scroll down the production calendar to find the Spring 2027 deadlines. Remember that access to the page requires use of the VPN from off campus.

Due to the tighter timeframes, all UAA campuses will now follow these deadlines.

Some highlights:

March 9: The Spring 2027 schedule will be open for edits.

May 8: The Spring 2027 schedule is due to the Registrar's office from the dean/designee.

August 31 - September 3: Scheduler review days. This should include a review of course fees, to ensure they are correctly listed.

October 6-8: Schedulers mark zero-cost, low-cost, and Inclusive Access sections. The UAA Bookstore will send the information to the schedulers on October 5.

October 9: CTE Dual Enrollment Coordinator works with the campuses and conducts a final check of all dual enrollment courses to ensure they are scheduled correctly across all campuses.

October 12: Schedule is viewable, including the course materials price sheets for each section. Changes to the schedule, fees, or course materials require approval. Provost approval is required for changes in days, times, modality, semester length, and course fees. Other changes are delegated to deans/community campus directors, including cancellations, location (rooms), and required course materials. The department, college, or campus may be responsible for reimbursing students who purchased materials that were later changed.

October 16: Priority registration opens.

January 11: Instruction begins. In addition to days, times, modality, semester length, and course fees, provost approval is required for cancellations with enrollment.

PLANNING, COORDINATION AND REVIEW

Scheduling units: As a reminder for schedulers using CLSS, the system will allow only one person at a time to work on the schedule within a given scheduling unit. If more than one scheduler in that unit is working on the schedule, when one person saves their changes, all others will be unable to save their work.

Plan for the upcoming two-to-four academic years: While only the spring schedule will roll out to the schedulers, I am asking you and your folks to continue to look at the larger plan for at least the next two academic years, and to build a four-year rotation. One helpful place for programs to access historical information about the schedule is the UAA Class Schedule Search and Fee Search.

Plan within the full program rotation: The above should fit into the planned 3- to 4-year course rotation that meets the needs of your majors, of other majors that use your courses, and (where applicable) of general education. Focus on required courses, with a small addition of those electives that are likely to attract substantial enrollment.

Determine number of sections needed: Evaluate the last 2-3 years of enrollment in department courses to determine the appropriate number of sections and modalities to offer. Please note you should only increase section offerings where there has been clear evidence of insufficient offerings to meet demand; the total number of sections offered across campuses should not increase without evidence of increasing demand.

Focus on student needs: You will want to plan your schedule according to the courses your students need, at the various locations and in the various formats needed, rather than merely repeating past schedules. Consider input from UAA Advising, internal surveys of your majors, or other sources to find out their preferences for days, times, delivery modes and semester lengths (e.g., late start) for particular courses. Short-term courses or weekend courses can be effective for our students.

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, as per the exception process outlined below. We are aware of some ongoing issues with the current standard time blocks and have begun a review of them.

Coordinate: Coordinate across all five UAA campuses to ensure the appropriate number of seats are available, along with a mix of delivery modes, days and times. Where community campuses have full-time faculty in a discipline, the college dean or their designee and the community campuses must coordinate the scheduling of all online (both synchronous and asynchronous) courses. Where a campus has a locally-offered program (ex: the AAS in Accounting or the OEC in Corrections) that includes courses that cross multiple degree programs, programs must have sufficient course offerings to allow students in each to complete in a timely manner.

Course caps - departments must continue to work to align enrollment caps for online (both synchronous and asynchronous) sections, with as-needed allowance possible for differing levels of course support between sections, such as "graders" or "learning assistants." Please involve all full-time faculty across all campuses in discussions around appropriate caps. This work must be completed in time for the next schedule entry period, which will be for Fall 2027 courses.

GER sections - For scheduling online GER sections, deans or their designees and campus directors will need to meet to coordinate offerings. There are no limits on the number of GER offerings that can be scheduled in person at any campus, so long as there is sufficient in-person enrollment to support them.

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 - In Person, Online Set Time, or Online No Set Time - are best for the majority of students and offer clearer pedagogy options for faculty as well. Remember that faculty teaching online no set time courses must document their RSI training.

Use the FOCUS modality codes and section notes: Please see the attached FOCUS guidance (*FOCUS 2 Scheduling Guidance 12-12-2022*). It includes how to consistently indicate modality in the schedule, as well as guidance around standardized section notes, and when to use a section note. Please do not incorporate other section notes. Instructors will want to use the syllabus and other forms of communication to the registered students for additional information and details.

SECTION NOTES

Section notes should be used rarely, with only a few that are required. Examples of required section notes are the following:

- Approved section notes required by the modality, as outlined in the FOCUS document.
- If multiple CRNs have been approved, the following section note is required for FERPA compliance: "This course is offered concurrently with another section of the same course." OR "This course is offered concurrently with another course."
- Course descriptions for selected topics show up in section notes.
- If you need to show a specific focus for a seminar type course, the section note is one place to do that.
- When a course has a prerequisite course that has undergone a curricular change and the older version of the course no longer works in the system as a prerequisite, use the following format, "CIS A110 has been updated to BADA A110. If you are having difficulty registering for your class because you took CIS A110 and the system is not recognizing it as meeting the prerequisite, please connect with your advisor."
- If a student must have access to high speed internet, for example, in order to participate in the course such as a course that requires the use of specialized software.

Examples of section notes that are not required but helpful are those that give a heads up about unique circumstances, such as being located on JBER or needing to travel to a remote area.

Section notes about the use of Blackboard for the distribution of materials typically should not be used, as all courses may, and many do, use Blackboard for these purposes. The goal of section notes is to call out only those unique circumstances for which we need to raise students' awareness.

Sections notes also should not be used to waive prerequisites. If a prerequisite is no longer needed, the faculty will want to remove it from the course through the curriculum process.

TEXTBOOK AFFORDABILITY

Textbook Affordability Attributes: Rather than asking faculty to identify ZTC (Zero Textbook Cost) or LTC (Low Textbook Cost), the bookstore will send this information to the schedulers, and the schedulers will mark the section with the appropriate attribute. Schedulers should only apply one code per section, either ZTC for zero textbook cost or LTC for sections with materials totaling $56.00 or less for AY27. Schedulers also need to mark Inclusive Access sections.

ROOMS

For the Anchorage campus, the room scheduling process remains the same.

COURSE FEES

When to enter a fee: If the course has a variable fee or if the course is a Selected Topics Course, schedulers must follow this guidance: In the comments, enter the word FEES followed by the fee detail code and then the correct fee amount.

Approved fee request forms are archived on the Course Fee SharePoint site. These forms will tell you whether or not the fee is variable, what the fee for a specific selected topic is, etc. If the fee is for a selected topics course, you will need to check the approved form for that particular topic.

Conduct a course fee check: Incorporate a review of any listed course fees into your process to ensure the fee listed on the schedule aligns with the officially approved fee. Access the current approved course fees for each semester on the Course Fee SharePoint site: Spring 2027 approved fees. (The report includes all UAA campuses, and will be updated to reflect any fee changes approved for the semester. They indicate if a fee is variable. If it is variable, you will need to refer to the approved fee request form to find more information.)

EXCEPTIONS

Provost/OAA approval required:

1) All nonstandard start times, regardless of campus. Note that the provost's expectation is that most classes would use standard times except where part of a cohort program, or when necessary for coordinating with off-campus entities. A history of having offered a course previously in a nonstandard time is not sufficient reason to continue the practice. Nonstandard times significantly limit students' ability to enroll in other courses.

2) All uses of multiple CRNs for a single course that is not cross-listed or stacked as per the catalog. A standing exception to use multiple CRNs for one section may be requested when a college/campus has an agreement that requires In Person instruction and the college/campus also needs to have an online option for the course.

3) Change to days, times, modality, semester length, or course fees after the schedule is viewable. The provost also must approve any cancellations with enrollments after instruction begins.

Requesting a provost exception: Exception requests should come from the dean (community campus director) or their college-level (campus-level) delegate and be emailed to uaa_oaa@alaska.edu.

Schedule Planning Exception Request: Use the *Class Schedule Planning Exception Request Form 11-3-25* that is in the Academic Affairs Processes drive. **Email Subject Line:** *Exception Re Schedule Planning <Semester Year> <College Acronym> <stg. descriptive, e.g., multiple CRNs>.*

Schedule Change Exception Request: This is for changes requested after the schedule is viewable. Send an email request that includes the proposed exception and a brief justification. **Email Subject Line:** *Exception Re Schedule Change <Semester Year> <College Acronym> <Course Prefix, Number, CRN>.*

Course Materials Exception Request: Send an email request that includes the proposed exception and a brief justification. **Email Subject Line:** *Exception Re Course Materials <Semester Year> <College Acronym> <Course Prefix, Number, CRN>.*

Course Fee Exception Request: Send an email request that includes the proposed exception and a brief justification. **Email Subject Line:** *Exception Re Course Fees <College> <Semester Year> <Course Prefix, Number>.* If approved, you will be asked to submit the standard Course Fee Request Form.

Thank you for your attention to this important function.

Sincerely,
Denise

Standard Time Blocks Based on Current UAA Start Times

3-unit classes **MW or TR (75 minutes)**	**MWF (50 minutes)**	**M only, T only, W only, R only, F only, S only (165 minutes)**
7:00-8:15	7:00-7:50	
8:30-9:45	8:30-9:20	8:30-11:15*
10:00-11:15	10:00-10:50	
11:30-12:45	11:30-12:20	11:30-2:15*
1:00-2:15	1:00-1:50	
2:30-3:45	2:30-3:20	2:30-5:15
4:00-5:15	4:00-4:50	
5:30-6:45	5:30-6:20	5:30-8:15
7:00-8:15	7:00-7:50	
8:30-9:45	8:30-9:20	

4-unit classes **MW or TR (100 minutes)**	**MWF (70 minutes)**	**MTWR (50 minutes)**
	7:00-8:10	7:00-7:50
8:30-10:10	8:30-9:40	8:30-9:20
	10:00-11:10	10:00-10:50
11:30-1:10	11:30-12:40	11:30-12:20
	1:00-2:10	1:00-1:50
2:30-4:10	2:30-3:40	2:30-3:20
	4:00-5:10	4:00-4:50
5:30-7:10	5:30-6:40	5:30-6:20
		7:00-7:50
		8:30-9:20

*On rare occasions, certain classes may meet one time per week. Preference is to schedule one-day-per-week classes in the evening or on weekends.