Provost Message – Spring 2026 Scheduling Guidance (updated information on schedule open dates and cross-campus coordination)

September 15, 2025

Dear Deans,

Recently, the System Office approved a shift in the date the Spring 2026 schedule is viewable and the date Spring 2026 registration begins. That means there are required changes to the deadlines for the schedulers and the colleges, as per the below.

I know this means a condensed period of work for the faculty, schedulers, and your offices. I am very grateful for that work.

September 19: Final schedules are due from the programs to you no later than Friday, September 19. From this date until September 23, cross-college collaboration on rooms is open.

September 23: Deans/designees submit the Spring 2026 schedule to the Registrar's office no later than Thursday, September 23. The Dean/designee confirms in an email to OAA that the college's schedule is complete and submitted.

October 15: Review date—colleges can see the draft schedule and make needed corrections.

October 16: Schedule corrections/final edits. Schedulers can make changes to individual sections. If the change requires approval, it will need to be approved by close of business on October 16.

October 20: Schedule is viewable Monday, October 20. Schedulers will want to conduct a final review of the schedule, including ensuring any course fees listed are correct. As a reminder, UAA can lower costs that have already been published, but as a rule cannot increase costs to students.

October 27: Priority Registration begins Monday, October 27.

Around November 7: The UAA Bookstore will send out the list of all ZTC and LTC sections, and the schedulers will conduct a review and correction. Any increases are only possible with an exception through the dean and to the provost.

PLANNING, COORDINATION AND REVIEW

Scheduling units: As a reminder, 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. The assigned scheduling unit breakdown is attached, for your information, so you can "take turns" working on the schedule within your unit.

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 preferably 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.

Coordinate: Coordinate across all four community campuses to ensure the appropriate number of seats are available, along with a mix of delivery modes, days and times, etc. Where community campuses have full-time faculty in a discipline, the department or the college 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 also 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.

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.

Note that the list of community campus schedulers is attached for your reference.

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.

ROOMS

College-controlled rooms (Formerly centrally scheduled): To avoid losing your college's priority rooms, the schedule is being rolled without room assignments for the college-controlled rooms. While this means you will need to enter each of the rooms in the room field, the goal is to prevent the impression that the college has "given up" its priority scheduling for that room.

Between April 7 and September 19, your schedulers will use the rooms assigned to your college.

Between September 19 and October 14, colleges wishing to schedule in another college's priority room will coordinate directly with that college and obtain permission before selecting the room in CLSS.

Department-controlled rooms: Department-controlled rooms will roll from the previous spring semester.

College-level room coordination: The Registrar's Office receives double booked rooms, sometimes from within the same college. Please plan some coordination opportunities across your scheduling units to try to avoid double booking your priority rooms.

TEXTBOOK AFFORDABILITY

Faculty identify Zero Textbook and Low Textbook Cost sections with the appropriate attributes: 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) or LTC (Low Textbook Cost) when appropriate. Schedulers should only apply one code per section, either ZTC for zero textbook cost or LTC for sections with materials totaling $40.00 or less.

Schedulers conduct a ZTC/LTC review. The Bookstore will provide schedulers the list of all courses with ZTC (zero cost) and/or LTC ($40.00 or less) around November 14. At this point schedulers will want to conduct a review to ensure the schedule reflects these accurately in the Section Attributes, and make any corrections. As a reminder, UAA can lower costs that have already been published, but as a rule cannot increase published costs to students. Contact OAA with any questions.

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 the Anchorage campus here. (The report is updated daily from Banner to reflect any fee changes approved for the next semester. Variable fees reflect the highest approved amount.)

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) All significant changes (days, times, location, modality, or semester length) after the schedule is viewable.

Requesting an exception: Send exception requests to uaa_oaa@alaska.edu. Subject line: *Schedule Exception Request: <College> <stg. descriptive, e.g., late change for Prefix Number>.* These should come from the dean or their college-level delegate and use the *Class Schedule Exception Request Form 12-15-22* that is in the Academic Affairs Processes drive.

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 a deans' council.

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

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	

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.