



November 3, 2025

Dear Deans,

Per the email heads up, due to new AK State legislation, the scheduling deadlines and tasks for Summer 2026 and Fall 2026 have shifted in order to meet the requirements of the legislation. Specifically, each section in the schedule will link directly to that section's price sheet in the bookstore. Students will continue to be able to search for zero-cost and low-cost sections, and those must be accurately marked. Of note, the definition of low-cost for academic year 2026-2027 will be \$56.00. This is because the legislation bases the definition of low-cost on the hourly minimum wage.

In true UAA style, everyone has jumped in to help. The Registrar's office has committed to an earlier opening of Fall 2026 schedule for edits, the bookstore vendor Ambassador has committed to reducing processing time, and the UAA bookstore folks will provide information on zero-cost and low-cost sections to the schedulers, so the schedule can be checked for accuracy. Thank you, everyone!

**November 10:** The Fall 2026 schedule will be open for edits.

**December 19:** The Summer 2026 schedule is due to the Registrar's office from the dean/designee. We recognize more changes than normal may be needed later in the spring.

**January 12:** Final schedules are due from the programs to you no later than Monday, January 12. From this date until Friday, January 16, cross-college collaboration on rooms is open.

**January 16:** The Fall 2026 schedule is due to the Registrar's office from the dean/designee. The dean/designee confirms in an email to OAA that the college's schedule is complete and submitted.

**February 9-12:** The Fall 2026 schedule review dates—colleges and campuses can see the draft schedule and make needed corrections. Schedulers also will want to conduct a final review of course fees, ensuring that 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.

**February 15:** Course fee request deadline to OAA for the next fall, spring, and summer. If there are any planned changes to the course fees, they will be accepted no later than February 15.

**March 16:** Schedule is viewable Monday, March 16.

**March 17-19:** Schedulers will receive the list created by the bookstore of zero-cost and low-cost sections. Schedulers will ensure that the sections are marked with the appropriate attribute. Any changes to required course materials after the schedule is viewable are exceptions and must be approved by the dean and provost.

**March 20:** Graduate student registration begins.

**March 23:** Priority Registration begins.

## **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 fall 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. We are aware of some ongoing issues with the current standard time blocks and plan to review them this year.

***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 contacts 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.

***Department-controlled rooms:*** Department-controlled rooms will roll from the previous year's 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

**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.

## 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: [Summer 2026](#) and [Fall 2026](#). (The reports include 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, you must go to the fee 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) All significant changes (days, times, location, modality, or semester length) after the schedule is viewable.
- 4) Any changes to the required course materials after the schedule is viewable.
- 5) Any new or increased course fees after the schedule is viewable.

**Requesting an 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](mailto: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

<b>3-unit classes</b> <b>MW or TR (75 minutes)</b>	<b>MWF (50 minutes)</b>	<b>M only, T only, W only, R only, F only, S only (165 minutes)</b>
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	

<b>4-unit classes</b> <b>MW or TR (100 minutes)</b>	<b>MWF (70 minutes)</b>	<b>MTWR (50 minutes)</b>
	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

<b>4-unit classes</b>		
<b>MW or TR (100 minutes)</b>	<b>MWF (70 minutes)</b>	<b>MTWR (50 minutes)</b>
		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.