



# Course Scheduling Information and Guide

# Course Scheduling Objectives

The goal of academic course scheduling is to meet the needs of students and make the most efficient and effective use of instructional days and classroom space.

The following objectives have been developed in an effort to deliver a course schedule that results in an equitable distribution of available resources. Providing a variety of offerings to the greatest number of students was a goal when considering a student-centered course schedule.

## Objectives

- Maximize student scheduling options by employing standard class meeting patterns and encouraging more strategic distribution of classes throughout the week
- Apply scheduling practices in a consistent and equitable manner by having consistent start and end times in order to avoid blocking students from taking other classes
- Provide sufficient classroom resources and better match instructional requirements with available classrooms (e.g., a specific classroom furniture configuration, technology, etc.)
- Comply with applicable instructional contact hour requirements and ensure accuracy for accreditation purposes

**The following pages contain resources that will assist in scheduling future classes.**

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# Course Scheduling Guidelines

## Blended/Hybrid Courses

- Blended courses are 25-75% of online instruction with regularly scheduled in-person meetings. (Minnesota State defined)
- Blended courses should meet weekly with reduced face-to-face time. If faculty wish to offer the class for certain periods of time (i.e. every other week) rather than a weekly reduction, the specific class meeting days/dates need to be identified in the course schedule.
- All scheduled meeting dates and times should be entered into ISRS to help students understand the in-person time commitment.

## Lab Courses

- We understand labs present a unique challenge of how they fit in the time matrix.
- The deans will work with faculty on courses that have lab components to determine how the lab portion will be offered/scheduled.
- It is strongly encouraged that departments try to schedule within the established time matrix to the greatest extent possible.

## Management Courses

- “Management Programs” are where instruction is delivered to owners/operators/managers of farm and small business in the form of management credits. Students use their business entities as a base for case study and receive instruction that applies to business and financial principles. Instruction is primarily delivered in an individualized format at the student’s business but is supplemented by appropriate group, classroom, or distance instruction. Specific programs include: Farm Business Management, Sparsity Farm Business Management, Small Business Management, Computerizing Small Business, Lamb & Wool Management and Specialty Crop Management.
- “Management Credits” recognize the direct application of instruction by the student at the business on a continuous basis and give the student credit for those applications and experiences. The management credit equates to 48 hours of total student effort under the semester system, which includes 4 hours of formal instruction and 44 hours of student application.

## Saturday Courses

- Courses scheduled to meet on Saturdays (consistently or periodically) need to be entered into ISRS for students to understand the commitment.

### **Accelerated Courses**

- For accelerated courses, it is recommended that courses start on the first week (first half) or ninth week (second half) of the semester.

### **State or Federal Regulations**

- Programs that need to adhere to state or federal regulations will work with their dean to modify their course schedule to ensure compliance with these regulations.

### **College Open Hours**

- No classes or laboratories may be scheduled during college hours (Tuesdays and Thursdays 12:00 pm –12:50 pm). These times have been reserved for meetings or other events.

# Media Codes – Policies and Definitions

## Minnesota State

### Chapter 3 – Educational Policies

#### Operating Instruction 3.36.1.2 Media Codes

##### Part 1. Purpose

Media codes serve several purposes: (1) to inform students about the course delivery method and related course expectations, (2) to identify credits assessed the per credit hour amount, and (3) to facilitate data collection on how courses are offered at colleges and universities.

##### Part 2. Definitions

###### Media

The technical modality used to transmit a course as identified by media codes 03 – 14\* on the next\* page.

##### Part 3. Media Codes

For courses delivered partly or entirely by technology (not in person), colleges and universities shall assign a media code indicating the degree to which the course is delivered by technology (media). The media code and other course-related information are stored in the Integrated Statewide Record System (ISRS) and displayed in the course registration system.

Colleges and universities shall ensure courses are assigned the correct media codes so students registering for classes are aware of course expectations.

##### Part 4. Financial Assessment for Select Media Codes

The system office assesses campuses a per credit hour amount (currently \$4.50 as of September 2017) for courses assigned the following media codes.

Media Code	Title
03	Mostly Online
12	Completely Online, Asynchronous
13	Completely Online, Synchronous

Funds collected through this assessment support enterprise services that might otherwise be covered by individual colleges and universities (e.g., D2L Brightspace, online tutoring, PALs library services, DARs/Transferology, online quality initiatives, and online support center).

Colleges and universities may cover the cost of this assessment by charging a tuition differential in compliance with Board Policy 5.11 Tuition and Fees and System Procedure 5.11.1 Tuition and Fees.

\*Information added by Academic Affairs at Central Lakes College.

# Minnesota State Defined Media Codes

Media Code	Title	Description	Course Note
N/A	<b>In-Person</b>	Instruction is primarily in person; all courses not otherwise coded will be in this category by default.	
03	<b>Mostly Online (ONMO)</b>	>75% of instruction is online with up to two possible in-person meetings. Up to four required proctored exams, two of which may be administered during the in-person meetings. For proctored exams not included in the in-person meetings, students must have the option to arrange them locally. Course may have online synchronous components.	All in-person or synchronous meeting dates and times and proctored test requirements should be entered into the appropriate ISRS field to show up in the registration portal. The majority of instruction is delivered online with limited on-campus meetings scheduled during the semester.
04	<b>LiveOnline (LIVO)</b>	Interactive live, synchronous video with students on site. Instructor will be at the originating site regularly. <i>The instructor will teach from the classroom. Students may attend the course in person or live virtually.</i>	<b>Attendance and Recording codes</b> should be entered into the appropriate ISRS field to help students understand the course commitment.
09	<b>Blended/Hybrid (HYBR)</b>	25-75% of instruction online with regularly scheduled in-person meetings. Based on other media code definitions, if a class has more than two in-person meetings or more than four proctored exams required, the course is coded 09.	<b>All scheduled meeting dates and times</b> should be entered into the appropriate ISRS field to help students understand the in-person commitment. Blended/hybrid classes involve leveraging the benefits of multiple learning environments.
11	<b>Arranged</b>	Individualized coursework or experiences guided by a faculty member. This includes, but is not limited to, independent study on a topic, student research and internships.	Faculty member will contact students at the start of the course for further scheduling details.
12	<b>Completely Online, Asynchronous (ONAS)</b>	100% of instruction is online: No in-person meetings; No in-person or synchronous proctored exams; No synchronous meetings.	Online Asynchronous: 100% of instruction is online with no scheduled days/times when the class meets together online.
13	<b>Completely Online, Synchronous (ONSY)</b>	100% of instruction is online; No in-person meetings; No in-person proctored exams; Course has required synchronous online meetings or activities	Online Synchronous: 100% of instruction is online but there will be specific days/times the class will meet together online.

Media Code	Title	Description	Course Note
14	<b>Flexible (FLEX)</b>	<p>Instruction and activities are delivered with both in-person and online options. Instructors design class sessions and activities that incorporate students who are in-person, synchronously online, and/or asynchronously online.</p> <p><b><i>Students should be notified of course participation options available to them. If in-person class meetings are required, all in-person meetings should be entered into the appropriate field(s) and communicated at the time of registration.</i></b></p> <p><i>If flexible courses are multi-modal as defined by faculty contract, bi-modal courses should be coded with instructional unit type 30 and tri-modal courses with instructional unit type 31.</i></p>	<b>Attendance, Recording, and Location codes</b> should be entered into the appropriate ISRS field to help students understand the course commitment.



# Blended/Hybrid Required In-Person Time

As defined by Minnesota State, a blended/hybrid course is delivered with 25-75% of instruction online with regularly scheduled in-person meetings.

This reference is used as a guide to determine how much Online or “Seat” (In-Person) Time to plan for when delivering a hybrid course.

## 15-Weeks

Credits	Face to Face	Online	Seat Time Required
2	75%	25%	75 min.
2	50%	50%	50 min.
2	25%	75%	25 min.
3	75%	25%	115 min.
3	50%	50%	75 min.
3	25%	75%	40 min.
4	75%	25%	150 min.
4	50%	50%	100 min.
4	25%	75%	50 min.
5	75%	25%	190 min.
5	50%	50%	125 min.
5	25%	75%	65 min.

## 12-Weeks

Credits	Face to Face	Online	Seat Time Required
2	75%	25%	95 min.
2	50%	50%	65 min.
2	25%	75%	35 min.
3	75%	25%	145 min.
3	50%	50%	95 min.
3	25%	75%	50 min.
4	75%	25%	190 min.
4	50%	50%	125 min.
4	25%	75%	65 min.
5	75%	25%	235 min.
5	50%	50%	160 min.
5	25%	75%	80 min.

## 10-Weeks

Credits	Face to Face	Online	Seat Time Required
2	75%	25%	95 min.
2	50%	50%	65 min.
2	25%	75%	35 min.
3	75%	25%	145 min.
3	50%	50%	95 min.
3	25%	75%	50 min.
4	75%	25%	190 min.
4	50%	50%	125 min.
4	25%	75%	65 min.
5	75%	25%	235 min.
5	50%	50%	160 min.
5	25%	75%	80 min.

## 8-Weeks

Credits	Face to Face	Online	Seat Time Required
2	75%	25%	95 min.
2	50%	50%	65 min.
2	25%	75%	35 min.
3	75%	25%	145 min.
3	50%	50%	95 min.
3	25%	75%	50 min.
4	75%	25%	190 min.
4	50%	50%	125 min.
4	25%	75%	65 min.
5	75%	25%	235 min.
5	50%	50%	160 min.
5	25%	75%	80 min.

## 5-Weeks

Credits	Face to Face	Online	Seat Time Required
2	75%	25%	95 min.
2	50%	50%	65 min.
2	25%	75%	35 min.
3	75%	25%	145 min.
3	50%	50%	95 min.
3	25%	75%	50 min.
4	75%	25%	190 min.
4	50%	50%	125 min.
4	25%	75%	65 min.
5	75%	25%	235 min.
5	50%	50%	160 min.
5	25%	75%	80 min.

# Lecture Credit/Contact Hour Requirements

**1 credit/contact hour = 750 min (Lecture)**

Days per week	5-week course	8-week course	10-week course	12-week course	15-week course
5	-	-	-	-	-
4	-	-	-	-	-
3	50 min/day	-	-	-	-
2	75 min/day	50 min/day	-	-	-
1	150 min/day	95 min/day	75 min/day	65 min/day	50 min/day

**2 credit/contact hours = 1500 min (Lecture)**

Days per week	5-week course	8-week course	10-week course	12-week course	15-week course
5	60 min/day	-	-	-	-
4	75 min/day	50 min/day	-	-	-
3	100 min/day	65 min/day	50 min/day	-	-
2	150 min/day	95 min/day	75 min/day	65 min/day	50 min/day
1	-	195 min/day	150 min/day	125 min/day	100 min/day

**3 credit/contact hours = 2250 min (Lecture)**

Days per week	5-week course	8-week course	10-week course	12-week course	15-week course
5	90 min/day	60 min/day	45 min/day	-	-
4	115 min/day	75 min/day	60 min/day	50 min/day	-
3	150 min/day	95 min/day	75 min/day	65 min/day	50 min/day
2	-	145 min/day	115 min/day	95 min/day	75 min/day
1	-	-	-	190 min/day	150 min/day

**4 credit/contact hours = 3000 min (Lecture)**

Days per week	5-week course	8-week course	10-week course	12-week course	15-week course
5	120 min/day	75 min/day	60 min/day	50 min/day	-
4	150 min/day	95 min/day	75 min/day	65 min/day	50 min/day
3	200 min/day	125 min/day	100 min/day	85 min/day	70 min/day
2	-	190 min/day	150 min/day	125 min/day	100 min/day
1	-	-	-	-	200 min/day

**5 credit/contact hours = 3750 min (Lecture)**

Days per week	5-week course	8-week course	10-week course	12-week course	15-week course
5	150 min/day	95 min/day	75 min/day	65 min/day	50 min/day
4	190 min/day	120 min/day	95 min/day	80 min/day	65 min/day
3	-	160 min/day	125 min/day	105 min/day	85 min/day
2	-	-	190 min/day	160 min/day	125 min/day
1	-	-	-	-	-

**6 credit/contact hours = 4500 min (Lecture)**

Days per week	5-week course	8-week course	10-week course	12-week course	15-week course
5	180 min/day	115 min/day	90 min/day	75 min/day	60 min/day
4	-	145 min/day	115 min/day	95 min/day	75 min/day
3	-	190 min/day	150 min/day	125 min/day	100 min/day
2	-	-	-	190 min/day	150 min/day
1	-	-	-	-	-

# Lab Credit/Contact Hour Requirements

**1 credit / 2 contact hours = 1500 min (Lab)**

Days per week	5-week course	8-week course	10-week course	12-week course	15-week course
5	60 min/day	-	-	-	-
4	75 min/day	50 min/day	-	-	-
3	100 min/day	65 min/day	50 min/day	-	-
2	150 min/day	95 min/day	75 min/day	65 min/day	50 min/day
1	-	195 min/day	150 min/day	125 min/day	100 min/day

**2 credit / 4 contact hours = 3000 min (Lab)**

Days per week	5-week course	8-week course	10-week course	12-week course	15-week course
5	120 min/day	75 min/day	60 min/day	50 min/day	-
4	150 min/day	95 min/day	75 min/day	65 min/day	50 min/day
3	200 min/day	125 min/day	100 min/day	85 min/day	70 min/day
2	-	190 min/day	150 min/day	125 min/day	100 min/day
1	-	-	-	-	200 min/day

**3 credits / 6 contact hours = 4500 min (Lab)**

Days per week	5-week course	8-week course	10-week course	12-week course	15-week course
5	180 min/day	115 min/day	90 min/day	75 min/day	60 min/day
4	-	145 min/day	115 min/day	95 min/day	75 min/day
3	-	190 min/day	150 min/day	125 min/day	100 min/day
2	-	-	-	190 min/day	150 min/day
1	-	-	-	-	-

**4 credits / 8 contact hours = 6000 min (Lab)**

Days per week	5-week course	8-week course	10-week course	12-week course	15-week course
5	240 min/day	150 min/day	120 min/day	100 min/day	80 min/day
4	-	190 min/day	150 min/day	125 min/day	100 min/day
3	-	250 min/day	200 min/day	170 min/day	135 min/day
2	-	-	-	-	200 min/day
1	-	-	-	-	-

## 5 credits / 10 contact hours = 7500 min (Lab)

Days per week	5-week course	8-week course	10-week course	12-week course	15-week course
5	-	190 min/day	150 min/day	125 min/day	100 min/day
4	-	-	190 min/day	160 min/day	125 min/day
3	-	-	-	210 min/day	170 min/day
2	-	-	-	-	-
1	-	-	-	-	-

Regular semesters are 16 weeks. To meet the required contact hours, use the 15-week guide for the purpose of considering holidays and non-student days. We use 50-minute hours to allow for travel time between classes. Lectures meet for 50 min per week per credit while Labs meet for 100 minutes per week per credit.

## Guide for Scheduling Courses

### Guidance for using the scheduling matrix or creating a schedule that meets course contact hour requirements:

1. Look up the course by clicking this [course outline link](#) and choose the appropriate path (Liberal Arts and Sciences or Career and Technical).
2. Choose the desired department, find the course, and click on the magnifying glass.
3. Confirm the number of lecture and/or lab credits for the course.
4. Use the scheduling matrix for the lecture portion of the course or the Lecture Credit/Contact Hour Requirement Guide to determine possible days and times to offer the course based on the length (weeks) and amount of credits.
5. If you would like to offer the course as a blended/hybrid, determine if you would like to offer the course with reduced in-person time each week or if you would like to offer the class for certain periods of time (i.e. every other week).
  - a) For reduced in-person time each week, use the Blended/Hybrid to determine the necessary amount of in-person time. Whatever the reduction, it is assumed this reduction occurs every week.
  - b) If you plan to offer the course for certain periods of time (i.e. every other week) you will need to identify the specific days/dates you would like to meet face-to-face. (These dates will need to be entered into ISRS).
6. If the course only has lecture credits, you are done.
7. If the course has lab credits – continue with instructions.
8. For the lab component of the course, use the Lab Credit/Contact Hour Requirement Guide and work with your dean to determine when or how to best offer it.
9. If, for example, the course has 1 lab credit required, use the same time slots you would for a 2 credit/contact hour course, for 2 lab credits use the 4 credit/contact hour time slots, and so on. (Reminder: 1 lecture credit = 50 minutes and 1 lab credit = 100 minutes of required seat time.)

# Course Scheduling Matrix

There are different types of academic credits: lecture credits and lab credits. For each credit type, there is a required number of minutes that a student must be in the classroom or laboratory.

- 50 minutes per lecture credit per week
- 100 minutes per lab credit per week

The following time slots were determined to provide a standard meeting schedule and a variety of courses for students.

## 3 Credit/Hours Classes

M*W*F	8:00-8:50	9:00-9:50	10:00-10:50	11:00-11:50	12:00-12:50	1:00-1:50	2:00-2:50	3:00-3:50
*T*H*	8:30-9:50	-	10:00-11:20	-	-	1:00-2:20	2:30-3:50	-
M*W**	8:30-9:50	-	-	11:00-12:20	-	1:00-2:20	2:30-3:50	-

## 4 Credit/Hours Classes

M*W*F	7:40-8:50	-	-	11:00-12:10	-	1:00-2:10	-	-
*T*H*	8:00-9:50	-	10:00-11:50	-	-	1:00-2:50	-	3:00-4:50
M*W**	8:00-9:50	-	-	11:00-12:50	-	1:00-2:50	-	3:00-4:50

## 5 Credit/Hours Classes

M*W*F	8:30-9:50	-	10:00-11:20	11:30-12:50	-	1:00-2:20	-	-
*T*H*	7:30-9:50	-	-	-	-	1:00-3:20	-	-
M*W**	-	-	-	-	-	1:00-3:20	-	-

## Possible Deviation Exceptions:

Industry partner requirements; i.e., clinical labs, practicums, FasTRAC  
 Programs with approved alternate calendars; i.e., management courses  
 MSED/Secondary/Collaborative arrangements  
 Shared resources/facilities that are externally controlled  
 Lab availability  
 Availability of specialized lab equipment



# Additional Schedule Descriptions & Definitions

## Course Numbers are based on the following criteria:

- Courses starting with “0” – Developmental Courses (Not available for PSEO students)
- 1000s – First-Year Courses
- 1100s – First-Year Career Technical Courses
- 2000s – Second-Year Courses
- 2100s – Second-Year Career Technical Courses
- 1400s or 2400s – Minnesota State Transferrable Courses
- 1500s or 2500s – General Education, Elective or Non-Transferrable MnTC Courses

## Section Numbering:

In every semester, courses will be assigned individual section numbers. The section numbers will be appointed as described below:

Section Numbering	Description
01-09	Customized Training
10-39	Brainerd Campus Classes
40-59	Staples Campus Classes
60-89	CIS Courses
90-99	Test Outs (usually just 99)

## Course Max versus Section Tally:

**Course Max:** The maximum number of students who are able to enroll in a course

**Section Tally:** The maximum number of students who are able to enroll in a course section. Section Tallies may be different than the Course Max if the following circumstances apply:

- Classroom size limitations
- Safety issues

# Additional Schedule Descriptions & Definitions

## Textbook Cost Codes

- **HCTX** (*Regular-Cost Textbook*) – Total cost of textbook(s) in a course is more than \$40.
- **OER** (*Open-Education Resources*) – Textbook(s) or resource(s) that are Creative Commons Licensed and are no cost for a student. Note: A textbook is still classified as OER if a print option is available.
- **NOCT** (*No-Cost Textbook*) – Textbook(s) that are no-cost for students. These textbooks include textbooks available in the public domain, are open-sourced, etc....This does NOT include OER.
- **LTC** (*Low-Cost Textbook*) - Total cost of textbook(s) in a course is less than or equal to \$40.
- **NOTX** (*No Textbook Used*) – This applies to courses that never would have required a textbook.
- **UNKN** (*Unknown Textbook Used*) – This code is used if an instructor doesn't know what textbook(s) will be used in a course.

## ISRS Required Meeting Codes for LiveOnline and Flexible Courses

When delivering LiveOnline or Flexible courses, it's important to provide additional meeting codes so expectations are clear.

- **LiveOnline ISRS Code Requirements:** Attend Code & Record Code
- **Flexible ISRS Code Requirements:** Attend Code, Record Code & Location Code

### Attend Codes and Policy

Attend Code	Attendance Policy
ATTA	Real-time attendance is required
ATTB	Real-time attendance is not required

### Location Code and Policy

Location Code	Attendance Policy
LOCA	Instruction will be delivered from the classroom the majority of the time
LOCB	Instruction will be delivered virtually a majority of the time

### Record Codes and Policy

Record Code	Course Recording Policy
RECA	Course recordings will be available
RECB	Course recordings will be available for a limited time
RECC	No course recording