Pennsylvania College of Technology
Procedure Statement

Title: Academic Scheduling   **Number:** PR 4.57

Approved by:

         Presidential Action

Approved Date: 10/2014
Implementation Date: 10/2014
Last Review Date: 11/2021
Last Revision Date: 11/2021

Persons/Departments Affected:
All students, LEAP Center, Registrar's Office, Academic Schools, Counseling Services, Admissions Office, all academic advisors

Responsible Department:
Registrar's Office

Definitions:

Priority Scheduling – Early scheduling period (up to two hours prior to regular scheduling period) provided to specific populations of students. Each student population approved for priority scheduling is assigned a specific start time within the early scheduling period.

Academic Probation - the student's graduation GPA is below a 2.0.

Scheduling Access Number (SAN) – randomly generated unique identifier that appears on the printed scheduling profile; students are not able to schedule without this number.

Good academic standing –the student's graduation GPA is 2.0 or higher.

Auto-schedule: a computer program that reads pre-set placement and curriculum-specific parameters to generate preliminary first semester schedules for incoming undergraduate students, including students enrolled in the fall term who attended college for the first time in the prior summer term and transfer students who are enrolled at Penn College for the first time.

Procedure:

I. Currently enrolled degree-seeking students

     A. The Registrar's Office publishes course offerings on the College's website prior to the scheduling period.

     B. Four weeks prior to the first day of scheduling for each semester, the Registrar's Office alerts students of the course offerings and scheduling process.

C. Three weeks prior to the first day of scheduling for each semester, the Registrar's Office distributes student scheduling profiles to the academic school offices for further distribution to academic advisors.

D. The scheduling advising period is the two weeks immediately preceding the first day of scheduling each semester. During the scheduling advising period, students meet with their academic advisors to review their scheduling profiles and to discuss their scheduling plans.

    i. Each student's scheduling date, time, and scheduling access number (SAN) are indicated on the scheduling profile.

    ii. Students, in good academic standing, schedule through the Student Information System (SIS) on or after the date and time indicated on their scheduling profile. Scheduling times are based on the number of completed graduation credits.

    iii. Current students on academic probation and students who are funded by TAA cannot schedule through the SIS. These students must be scheduled by the offices designated in the Academic Scheduling Policy, P4.57. Office location is listed on scheduling profile.

II. Incoming first semester undergraduate students, including first semester transfer students

A. The LEAP Center or the academic school office schedules all incoming first semester undergraduate and transfer students.

    i. The auto-schedule program generates preliminary schedules for identified groups of students who have satisfied placement requirements as outlined in Undergraduate Admissions Policy, P4.06.

Fall enrolling students who satisfy placement requirements by early April will be scheduled in mid-April and receive schedule notification in early May. Students who satisfy placement requirements in April and May will be scheduled in late May and receive schedule notification in mid-June. Students satisfying placement requirements in late June through August will be scheduled in weekly cycles as they become eligible and will receive schedule notifications upon completion of the schedule.

Spring enrolling students will be scheduled in late November and receive schedule notification during the second week of December. Students satisfying placement requirements in mid- December and

> January will be scheduled as they become eligible and will receive schedule notifications upon completion of the schedule.

> ii. The LEAP Center reviews preliminary schedules and revises these schedules to accurately reflect major-appropriate first semester requirements, sequencing, and credit amount.

> iii. The LEAP Center distributes copies of revised schedules and student profiles to the academic school offices. Deans, assistant deans, department heads, and/or faculty review and further refine each student schedule as necessary. Once the academic schools have concluded their reviews, schedules are considered completed.

> iv. The LEAP Center alerts students of their completed first semester schedules by way of a schedule notification e-mail. The e-mail directs students to view their schedules on the SIS and to contact LEAP Center with questions or concerns.

III. Incoming first semester graduate level students are scheduled by their respective academic school offices.

IV. Students returning to Penn College after a break in enrollment

A. Reenrolled students are notified of scheduling period upon completion of application.

B. Three weeks prior to the first day of scheduling for each semester, the Registrar's Office distributes a listing of reenrolled students eligible to schedule to the academic school offices.

C. Academic school offices schedule all reenrolled students starting scheduling week.

D. Reenrolled students are responsible for contacting academic schools or the Registrar's Office for scheduling adjustments.

V. Priority Scheduling

A. Identification of students receiving priority scheduling will be completed by the College office that represents the approved student population three weeks prior to the first day of the scheduling period.

B. Veterans are given priority scheduling in accordance with Act 46 of 2014 which requires public institutions of higher education in Pennsylvania to provide Veteran students, as defined in the Act, with preference in course scheduling. Non-compliance may be reported to the

Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at https://www.education.pa.gov/

C. Students' priority scheduling date and time (within the two-hour period before normal scheduling) will be indicated on their scheduling profile. Students approved for priority scheduling can schedule any time after their designated date and time.

D. Any student receiving priority scheduling who is attending class during the priority scheduling period should bring his or her scheduling profile to the Registrar's Office two business days prior to the scheduling period. The Registrar will verify the conflict between class and scheduling time. Staff from the Registrar's Office will schedule classes for students with confirmed conflicts during the priority scheduling period.

VI. Non-degree Students

A. Non-degree students are eligible to schedule their classes through the appropriate academic school or other appropriate offices during the second week of the scheduling period. The Undergraduate Non-Degree Status Policy, P4.09, and Procedure, PR4.09, provide additional guidance for non-degree students.

Revision History:
Date: 11/2021 Removed definitions of student classifications and added clarifying language to policy; changed name of CTFYI to LEAP Center.
Date: 10/2020 Added language to include new classifications for graduate and reenrolled graduate students; revised language in existing classifications; added Admissions Office as a department affected; added cross reference to Non-Degree Status Policy and Procedure.
Date: 4/2020 Re-enrollment process updated to reflect new process; office name change; modified non-degree process to indicate academic school scheduling; added definitions for student classifications
Date: 10/2014 Codifying current scheduling processes; implemented priority scheduling for veterans
Cross References:
Undergraduate Admissions Policy, P4.06
Academic Scheduling Policy, P4.57
Undergraduate Non-Degree Status Policy and Procedure, P4.09 and PR4.09