

Summer 2024 and Fall 2024 Schedule Planning Reminders

**Registrar Deadline for entering Summer 2024 and Fall 2024 course information:
Friday, November 3, 2023**

1. **TRAINING:** Required for any new user. Training must be completed to gain authorization to the event planning transaction. Users who need Event Planning training must be approved by their IRIS College Contact. Questions about registration for this training can be sent to IRISTraining@email.uky.edu. You can register via the Employee Self-Service tab in myUK.
2. **OPEN LABS:** Will be held virtually via Teams/Zoom as requested. If you need assistance, please contact Course Scheduling (course.scheduling@uky.edu) with your availability and we will schedule a time to address any issues or questions.
3. **START/END DATES:** If you are offering a course that will not be meeting during the entire term, you will need to adjust the Start or End dates to reflect the change in meeting dates. Once a part-of-term section is completely built, please check to ensure the part-of-term box is checked. The Start Date will be the first day the course is offered, and the End Date will be the last day the course is offered. This change will occur on the "Business Event Maintenance" screen (Screen 3).
4. **CROSS-LISTINGS:** It is imperative that departments offering cross-listed courses communicate with each other and that one person takes the lead on planning the event (building the courses). **All cross-listed courses must offer at least 1 seat available for registration under each course prefix built into the cross-listing.**
5. **SECTION NUMBERS:** Please use the following section numbers in numerical order:

Course Type	Fall Section Numbers	Summer Section Numbers
Main Campus	001-099	010-099
Distance Learning	201-299	210-299
Evening Weekend (17:30 or later)	401-499	410-499
Rural Health	501-599	510-599
Education Abroad	701-799	710-799

6. **ROOM ASSIGNMENTS:** If you DO NOT have a department/college owned room that you can assign during the scheduling building process in ZEVPLAN, leave the building and room resource fields blank. Courses without assigned classroom space will be imported into the classroom scheduling software and will be assigned a room based on the event capacity via the optimization process. If your course is being optimized for the first time, please contact aca.classroom@uky.edu to let us know by **Friday, November 3**. Also, if you have specific classroom needs for your courses, please email those items and any other special room needs by **Friday, November 3**, and we will make every effort to accommodate those requests.
 - a. Send MAIN CAMPUS specific classroom requests to Tammy Pitt (aca.classroom@uky.edu).
 - b. Send MEDICAL CAMPUS specific classroom requests to Angel Schumacher (med.classroom@uky.edu).
 - c. Please note that building and room assignments do not roll from term to term.
 - d. To ensure appropriate room assignment, please make sure Screen 2 and Screen 3 capacities match.
 - e. Courses with zero capacity will not be assigned a room.If your college does have department/college owned rooms to assign to your courses, you need to complete the building and room assignment by **Friday, November 3**, on Screen 3 in ZEVPLAN. **If the course section DOES NOT require a room (Post- Doctoral work, Off-Campus location, Independent Study, etc.) please check the "No RoomPlanning" box on screen 3 to keep a room from being assigned to the section.**
7. **COURSE TITLES:** **Course titles are NEVER to be changed unless a subtitle is required.** Courses which require a subtitle will have (SR) behind them. If you are adding a subtitle to the course, it must appear after the course title, separated by a colon. As a reminder, the course title box holds a maximum of 40 characters and **must be in all CAPS**. Maintaining

consistency with course titles is vital for transcripts and the degree audit system. Any course that requires a subtitle but does not have a subtitle will be made unavailable for student registration until a subtitle is assigned.

8. **SECTION NOTE AND/OR CONTROLLED ENROLLMENT REQUESTS:** To request a section note and/or controlled enrollment, please email course.scheduling@uky.edu with your request by **Friday, November 3**. The request must also include contact information (phone number or email address) for a faculty or staff member that students can contact about registration. **Section notes and controlled enrollment requests must be submitted using the "Section note and Controlled enrollment Request Form" Excel spreadsheet that was provided at the start of the ZEVPLAN window.**
 - Because course notes do not roll from semester to semester, it is important that each department submit all notes that they wish to appear for every course/section in the online course catalog.
 - Be aware that notes do not enforce registration restrictions – they merely serve as reminders to students about the restrictions associated with a course and any booking rules that may be in place for that course/section. Any questions regarding the notes section of the online course catalog should be directed to Course Scheduling (course.scheduling@uky.edu).
9. **WEB REGISTRATION AVAILABLE:** Must be on for all courses. If a course is to be restricted, please submit the appropriate restrictions (prerequisite checking, controlled enrollment, or booking rules). Any course found with web registration turned off will have it turned back on regardless if restrictions exist or not.
10. **PREREQUISITE CHECK:** If you wish for any prerequisites to be enforced for your courses at the time of registration, please email Nathan Congleton (course.scheduling@uky.edu) with the requests by end of **Friday, November 17**. Courses which had prerequisite checking enforced for prior semesters will still have prerequisite checking turned on; therefore, no action is required if you want the enforcement to continue.
11. **BOOKING RULES:** Restrictions for specific majors or classifications can be enforced by adding booking rules in the portal. Booking rules are not controlled by the University Senate and are not included in the course description, however, any booking rules added to a course and or section should have corresponding notes in the online course catalog alerting students about these restrictions. Event planners are responsible for setting up any required booking rules.
 - Booking rule access can be granted once training has been completed. Please visit [the SLCM Training website](#) for more information, as well as how to register for this access.
 - Booking rules may not roll from semester to semester. For this reason, all booking rules should be reviewed and evaluated each term to confirm accuracy. Booking rules can be added once the schedule of classes goes live in myUK. However, all booking rules must be in place before registration starts.
12. **WAITLISTED COURSES:** If the course was waitlisted in a prior term, the waitlist will roll into the new term with a standard percentage of 20%. If you do not want a waitlist for your course, you will need to disable the waitlist on the "Maintain Event Package and Business Event" screen (Screen 2). Removing the check mark from the "Waitl. Disabled box" will enable the waitlist. If you enable a waitlist, you will need to assign a percentage of the course capacity you would like to be able to waitlist. It is recommended that the waitlist percentage NOT exceed 20%.
13. **DELETION OF SECTIONS:** Delete all courses with section numbers appearing as IS, AP, CE, CL and IOX. These do not appear in the online schedule. Remember to delete a course, the course information must first be deleted from Screen 2, then saved and refreshed on Screen 1, then finally deleted completely from Screen 1. You should also delete course sections that are no longer needed as this will prevent them from appearing on the schedule in current and future terms.
14. **DISTANCE LEARNING SECTIONS:** If your course does not have the "FULLY ONLINE" instructional method option on screen 2, that means that your course is not approved to be offered via distance learning. Courses without distance learning approval can utilize "DL – Internet, web-based" meetings but cannot do so for the majority of their defined meeting times, there must be defined in-person meetings making up at least 50% of the classes overall meeting time.