

Developing a Class Schedule

UTSA[®]

The University of Texas at San Antonio[™]

DEPARTMENT OF COMMUNICATION

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Developing a Class Schedule

1. Work Smart
2. Plan for Student Needs
3. Consider All Relevant Variables

Work Smart

- Do not re-invent the wheel

https://asap.utsa.edu/pls/prod/xwskschd.P_UTSA_IntlSch

- Plan for the time it takes
- Delegate appropriately

Plan for Student Needs

- The Program of Study
- Service Courses
- Specialty Courses

The Program of Study

Cohort 1		
Course	Days	Time
COM 3553	MWF	8:00-8:50am
COM 3023	MWF	9:00-9:50am
COM 2113	MWF	11:00-11:50am
OR		
COM 2113	MWF	12:00-12:50am
COM 3083	MWF	1:00-1:50pm
COM 3073	MWF	2:00-2:50pm

The Program of Study

Cohort 2		
Course	Days	Time
COM 2113	TR	10:00-11:15am
OR		
COM 2113	TR	2:30-3:45pm
COM 3023	T	11:30-12:45pm
COM 3083	R	11:30-12:45pm
COM 3073	R	4:00-5:15pm
COM 3553	T	4:00-5:15pm
OR		
COM 3563	T	4:00-5:15pm

The Program of Study

Cohort 3		
Course	Days	Time
COM 3083	MWF	10:00-10:50am
COM 3073	MWF	11:00-11:50am
COM 2113	MWF	1:00-1:50pm
OR		
COM 2113	MWF	2:00-2:50pm
COM 3553	MWF	3:00-3:50pm
AND		
COM 4523	MW	4:00-5:15pm
COM 4813	MW	4:00-5:15pm

The Program of Study

Cohort 3		
Course	Days	Time
COM 3083	MWF	10:00-10:50am
COM 3073	MWF	11:00-11:50am
COM 2113	MWF	1:00-1:50pm
OR		
COM 2113	MWF	2:00-2:50pm
COM 3553	MWF	3:00-3:50pm
AND		
COM 4523	MW	4:00-5:15pm
COM 4813	MW	4:00-5:15pm

Plan for Student Needs

- The Program of Study
- Service Courses
- Specialty Courses

Consider All Relevant Variables

- Number of Majors/Minors
- Semester Credit Hours – Service Courses
- Wait-listing/demand

Consider All Relevant Variables

- Classroom availability
- Course/classroom caps
- Faculty availability/budget

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