Developing a Class Schedule

DEPARTMENT OF COMMUNICATION
H. Paul LeBlanc III
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>COM 3553</td>
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<td>COM 3023</td>
<td>MWF</td>
<td>9:00-9:50am</td>
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<tr>
<td>COM 2113</td>
<td>MWF</td>
<td>11:00-11:50am</td>
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OR

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<tr>
<th>Course</th>
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<tr>
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<td>12:00-12:50am</td>
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<tr>
<td>COM 3083</td>
<td>MWF</td>
<td>1:00-1:50pm</td>
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<tr>
<td>COM 3073</td>
<td>MWF</td>
<td>2:00-2:50pm</td>
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<td>COM 4813</td>
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## The Program of Study

### Cohort 3

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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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