

Office of the University Registrar
Brandeis University

Form 2A: Departmental Schedule Compliance Check
Fall 2012

Department: _____

Submitted by: _____ Phone: _____

Instructions: Complete **Form 2A: Schedule Compliance Checklist** to determine whether your proposed course distribution is in compliance with departmental scheduling rules. After completing the form you may need to make adjustments to your block assignments. Once you are satisfied you are in compliance, submit this form to our office and enter all of your course information in MAAX. For a more detailed explanation of scheduling compliance, please refer to the **Instructions For Submitting Department And Program Course Schedules** form available on the University Registrar's website.

Large class size

1. Due to space limitations in our classrooms, **no more than 2 classes of greater than 50 students** may be offered in the same block. Use the space below to write in the courses you expect to enroll 50 or more students and in which blocks you have placed them.

Lunch time blocks

2. To spread out lunch time traffic in our dining facilities, please assign one course to blocks E, F, H & J each before using any block a second time. How many classes are placed in:

Block E ____ Block F ____ Block H ____ Block J ____

Prime time blocks

3a. Blocks C, D, E, F, G, H, J, S6, S7, S8, S9 are considered prime time blocks. The total number of courses assigned to prime time blocks must be less than 50% of your total scheduled course offerings. How many classes are placed in:

Block C	_____
Block D	_____
Block E	_____
Block F	_____
Block G	_____
Block H	_____
Block J	_____
Block S6	_____
Block S7	_____
Block S8	_____
Block S9	_____
Total all blocks	_____

How many courses are you offering total (count sections separately) _____

Check that the total number of courses in your prime time blocks is less than 50% of your total scheduled course offerings.

Afternoon blocks

3b. The number of courses assigned to blocks K, L, S1, & S3 should be no more than the number of courses assigned to N,P,S2 & S4. How many classes are placed in:

Block K _____
Block L _____
Block S1 _____
Block S3 _____
Total all
blocks _____

Block N _____
Block P _____
Block S2 _____
Block S4 _____
Total all
blocks _____

Seminar blocks

3c. One course each should be assigned in blocks S1, S2, S3 and S4 and at least one additional course should be assigned in either block M or V before assigning a second course to blocks S1, S2, S3 and S4. How many classes are placed in:

Block S1 _____ Block S2 _____ Block S3 _____ Block S4 _____
Block M _____ Block V _____

3d. One course each should be assigned in blocks S6, S7, S8 and S9 before assigning a second course to any of those blocks. How many classes are placed in:

Block S6 _____ Block S7 _____ Block S8 _____ Block S9 _____

**Office of the University Registrar
Brandeis University**

**Form 2A: Departmental Schedule Compliance Check
Spring 2013**

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Submitted by: _____ Phone: _____

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Block C	_____
Block D	_____
Block E	_____
Block F	_____
Block G	_____
Block H	_____
Block J	_____
Block S6	_____
Block S7	_____
Block S8	_____
Block S9	_____
Total all blocks	_____

How many courses are you offering total (count sections separately) _____

Check that the total number of courses in your prime time blocks is less than 50% of your total scheduled course offerings.

Afternoon blocks

3b. The number of courses assigned to blocks K, L, S1, & S3 should be no more than the number of courses assigned to N,P,S2 & S4. How many classes are placed in:

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Block L _____
Block S1 _____
Block S3 _____
Total all
blocks _____

Block N _____
Block P _____
Block S2 _____
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