

March 25, 2024

Dear Deans,

We are now in the planning phase for the Spring 2025 schedule, and you play a significant role in the planning process, as well as in ensuring advanced coordination across colleges and campuses.

Here are some important milestones and **guida** related to those efforts.

April 1: The Registrar will send an email to your schedulers, and copy you, that the Spring 2025 schedule has been rolled. Please plan spring within the larger context of the academic year 2024, Spring 2025, Summer 2025.

September 27: Final schedules are due from the programs to you no later than Friday, September 27. You might want to establish additional internal deadlines, to ensure time for advanced coordination across campuses and colleges, the appropriate balance of courses, etc.

October 4: Schedules submitted by 5:00 PM on Friday, October 4. The Registrar will post the schedules to the Registrar's website by Monday, October 7. Schedules submitted after 5:00 PM on Friday, October 4 will be processed on Monday, October 7.

October 28: Schedules viewable Monday, October 28.

November 1:

Focus on student needs. You will want to plan your schedule according to the courses your students need, at the various locations and in the various formats needed, rather than merely repeating past schedules. Consider input from UAA Advising, internal surveys of your majors, or other sources to find out their preferences for days, times, delivery modes and semester lengths (e.g., late start) for particular courses. Short courses or weekend courses can be effective for our students. Consider the importance of textbook affordability to student

As with any new or adjusted process, you will note things that can be improved. Please keep track of your ideas, v Á Á]oo ]• μ•• šZ]• š}P šZ Œ • v•[ }μv ]oX

Thank you for your attention to this important function.

Sincerely,

Denise

Standard Time Blocks Based on Current UAA Start Times

3-unit classes MW or TR (75 minutes)	MWF (50 minutes)	M only, T only, W only, R only, F only, S only (165 minutes)
7:00-8:15	7:00-7:50	
8:30-9:45	8:30-9:20	8:30-11:15*
10:00-11:15	10:00-10:50	
11:30-12:45	11:30-12:20	11:30-2:15*
1:00-2:15	1:00-1:50	
2:30-3:45	2:30-3:20	2:30-5:15
4:00-5:15	4:00-4:50	
5:30-6:45	5:30-6:20	5:30-8:15
7:00-8:15	7:00-7:50	
8:30-9:45	8:30-9:20	

4-unit classes MW or TR (100 minutes)	MWF (70 minutes)	MTWR (50 minutes)
	7:00-8:10	7:00-7:50
8:30-10:10	8:30-9:40	8:30-9:20
	10:00-11:10	10:00-10:50
11:30-1:10	11:30-12:40	11:30-12:20
	1:00-2:10	1:00-1:50
2:30-4:10	2:30-3:40	2:30-3:20
	4:00-5:10	4:00-4:50

4-unit classes		
MW or TR (100 minutes)	MWF (70 minutes)	MTWR (50 minutes)

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