




Alcorn
State University

DA: September 20, 2017 
TO: Unit Deans
FR: John G. Igwebuike, Vice Provost for Academic Affairs & Student Records
RE: **REMINDER | SPRING 2018 COURSE SCHEDULES (due: 10/10/17)**

Please be reminded: Spring 2018 schedule templates are due Tuesday, October 10, 2017. As mentioned in previous deans meetings, the templates have been available for your update since April 2017. Please, update, modify, and furnish finalized Spring 2018 courses by October 10, 2017. **Make changes in R E D TEXT only and directly on the Google spreadsheet! Please do not highlight.**

Scheduling Policies and Practices:

- **International Student Distance/Online Policy** - Departments should ensure in advance that scheduled courses meet Homeland Security online restriction guidelines for international students. Click → [here](#).
- **Class Conflict Scheduling Policy** - Records Office staff will not schedule classes that clash in time. This would be a major SACS violation!
- **Mode-of-Delivery Policy** - After the schedule is posted, the course modality may not be changed (i.e., face-to-face class changed to online; Blackboard to e-mail, etc.) without Academic Affairs permission.
- **Enrolled Student in Course Policy** - Once registration commences, the Registrar will not modify classes in which students are enrolled.
- **Activity Period Policy** - Departments may not submit schedules that conflict with the *Alcorn Activity Period (M-W-F: 12N-12:50 p.m. or T & R: 12:30 p.m.-1:45 p.m.)*.
*Note: Records Office Staff must enter thousands of data in preparation of the semester schedule. Please ensure no classes are scheduled during the activity period.

PROACTIVE NOTE: Summer 2018 schedule templates will be available in the “Summer 2018” tab.

The output of your School’s completed schedule is a time sensitive input affecting many university operations (e.g., Financial Aid, Bursar, Athletics Compliance, Residence Life, University College, Student Records, Accounting, Payroll, Graduate Studies, etc.). Help us help you. Please furnish your 2018 course schedule by the deadline. Thank you in advance for your cooperation.