

## Enrollment Management Committee (EMC): Scheduling Considerations

The purpose of this document is to compile scheduling considerations in alignment with two of the goals of EMC, which are to offer department-specific Strategic Enrollment Management (SEM) support and enhance SEM with scheduling efficiency.

### List of Scheduling Considerations

- Offer courses throughout the day
  - Offer courses on a consistent basis to ensure program completion within a desired number of semesters for “morning” students, “midday” students, and “night” students
- Offer a variety of modalities for courses
- Offer major courses consistently (from semester to semester or year to year)
- Schedule major courses in time slots that do not overlap (Major courses within a single discipline and major courses from different disciplines. For example, chemistry, mathematics, or physics coordinating so as not to offer likely combinations of major courses in overlapping time slots.)
- Monitor fill rates of courses
- Examine “bottlenecks”
- Examine the variety of courses offered to Early College students and Rising Scholars students to prevent “funneling” towards a relatively low number of degrees
- Examine courses which do not count towards a degree (e.g., examine the frequency with which these courses are offered)