

## Scheduling Instructions SPRING 2021

### Scheduling Timeline

Activities	Deadline Dates
eCSP Opens	9/17
<b>Review/Approval of Schedule by Chairs and Deans*</b>	<b>9/17 – 10/5</b>
Initial Schedule Submission due to Schedulers	<b>10/6</b>
Blackout Period for Registrar Processing	10/6 – 11/5
SPRING Registration Opens	11/9

**\*Note to Schools: Kindly ensure you incorporate your approval timeframe within the scheduled due dates.**

**For ALL Scheduling Materials and Supplemental Forms kindly visit our web page at:**

<http://www.lehman.edu/registrar/scheduling-materials.php>

- [Bell Schedule](#)
- [New Modes of Instructions](#)

***Any in-person and hybrid class must be ready to go online.***

### Course Scheduling Strategies

***Kindly consider the following for online synchronous sections.***

- **Schedule courses within the prescribed bell blocks.** This will decrease potential scheduling conflicts for students.
- **Spread courses throughout all of the bell blocks.** This will provide more options for students to take back to back courses.
- **Do not schedule too many evening classes on the same night.** Kindly spread your courses evenly over the evenings. Overloading sections on one particular night and offering fewer on other nights can lead to limited scheduling options for students.
- **When scheduling hybrid classes, please try to match up pairs.** Schedule hybrids into the same two-day bell block, one on each day of the block. This allows students to have a more compact schedule.
- **Spread classes throughout the week** and ensure times are equally distributed (8:00am -10:00pm). Kindly review the calendar view on eCSP before approving cases.