

Scheduling Forms FAQ's

QUESTION: Why are there so many forms?

ANSWER: We schedule all courses within the College of Arts and Sciences, and multiple forms help us manage that process efficiently.

QUESTION: What is the difference between a shared, crosslisted and meets-with course?

ANSWER: See the explanations below

Crosslisted Courses

- The courses are formally linked, so one cannot be scheduled without the other.
- This pairing requires approval through curriculog and is permanent.
- Crosslisting is recommended when two courses are consistently scheduled together.

Meets-With Courses

- These courses meet together but do not require the formal approval process.
- They are most commonly special topics or subtitle required courses.
- They do not have the scheduling dependency that crosslisted courses do.
- UK core courses must meet the same core area to be meets-with.

Common Features of Crosslisted and Meets-With Courses

- Each course keeps its own prefix and number, which may represent different departments or colleges.
- They share the same meeting pattern and meet in the same building/room.
- They may have separate capacities and waitlists.
- In some cases, they can fulfill equivalent degree requirements for students in different majors or programs.

Shared Courses

- A shared event typically involves a large lecture with smaller related meetings such as recitations or labs. Although this is most often associated with a lecture, it can apply to other types as well.
- Because the capacity and waitlist are set at the section level, only the total combined capacity for the shared event will be requested.
- An example of a shared event is a 180-seat lecture with six 30-seat recitation sections.

QUESTION: What is the difference between the **Shared Add Form** and the **Standard Add Form**, and why do I need to complete both when adding a shared course?

ANSWER: We use both forms to help manage the volume of information we receive and to correctly match each section and meeting type to the shared event. The **Shared Add Form** is used to create the shared component of a course, while the **Standard Add Form** is used to create course sections as well as crosslisted/meets-with courses.

QUESTION: I want to add a course that is *not* shared. How do I do this?

ANSWER: Complete the **Standard Add Form**. Please make sure you have secured a room before submitting the form. When asked, is this addition associated with a shared event' select 'No'

If the instructor or TA is not known, enter 'TBD' and submit the **Instructor Update Form** once available.

QUESTION: What if my course has multiple sections?

ANSWER: Each section should be added *individually* using the **Standard Add Form**

QUESTION: What if my course has additional meeting patterns?

ANSWER: If the course is shared, follow the instructions below for the **Shared Add Form**.

When filling out the **Standard Add Form**, you will be asked if the course has additional meeting patterns associated with the course. Check 'Yes' and provide the additional information requested to create the other patterns.

QUESTION: How do I create a crosslisted/meets with course? What if my course is Crosslisted/meets-with more than one course?

ANSWER: Complete the **Standard Add Form**, and when asked if the course is crosslisted/meets with another course, select 'Yes' and continue answering the remaining questions. If there is an additional crosslisted/meets with course, you will be instructed to provide those details.

Remember to coordinate with the partnering department or college to decide which unit will submit the request—only one submission is needed.

QUESTION: I want to add a shared course with additional meeting types. How do I do this?

ANSWER: First, complete the **Shared Add Form** to create the shared portion of the event. You will be asked to enter the number of sections and the total shared event capacity (the combined capacity of *all* sections).

After submitting that form, complete the **Standard Add Form** for *each* section. If a section includes additional meeting patterns, you will be prompted to enter those details.

Important

- When asked 'is this addition associated with a shared event,' select 'Yes.' This allows us to correctly match the shared event with its associated sections.
- While each section may have its own capacity and waitlist, all meeting patterns within the same section must have the same capacity and waitlist. Please be sure that the capacity assigned to each section aligns with the total shared capacity you submitted in the Shared Add Form.

QUESTION: Can I have separate capacities and waitlists for different sections of the same course? What about crosslisted/meets with courses?

ANSWER: Yes. Capacities and waitlists are set at the section level, so each section—whether shared, regular, crosslisted/or meets-with can have its own limits. When creating a shared event, you will also be asked to provide a *shared event capacity*, which represents the total number of seats across all combined sections. Waitlist details will be requested on a separate form.

QUESTION: My subtitle, course notes, or controlled enrollment restrictions are longer than the space provided on the form. What should I do?

ANSWER: The Registrar limits course titles and subtitles to combined total of 40 characters. You may submit an abbreviated version or provide the full text, and we will create an appropriate abbreviated version for you. If you would like additional clarification on the course subtitle, place that information in the scheduling notes.

QUESTION: I need to update multiple instructors for a class. How do I do this?

ANSWER: Submit an **Instructor Update Form** for each section.

If you need to update more than 10 instructors, please follow the steps below.

1. Visit <https://analytics.uky.edu/#/views/ASInstructorInformation/Navigationpage?iid=1>
2. Enter the term and your department's information.
3. Click on the "Add Instructors" box and follow user instructions on the right side of the page.
4. Export your updates to an Excel file and attach them to the **Instructor Update Form**.

QUESTION: Did you receive my request? I do not see it updated in the schedule of classes.

ANSWER: You should receive an email within 24 hours of submitting your request that outlines the details of your submission. If you have not received this email, please contact us. If we have any questions about your request, we will reach out to you directly. Updates to the actual schedule take a few days.

QUESTION: How do I request multiple updates to a single course?

ANSWER: If you need to make updates to a course, the best approach depends on how many changes are involved. For minor changes, submit the appropriate Schule update form. If there are multiple or significant updates, it might be best to cancel and re-add the course as a new section. When canceling, include a brief note that you plan to re-add the course as a new section without listing the new details.

QUESTION: How can I request a specific classroom?

ANSWER: When submitting your classroom request to aca.classroom@uky.edu, let them know of your preferences.

QUESTION: I have questions or suggestions—who should I contact?

ANSWER: Please email us at ASAcadPlanning@uky.edu