

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3506**



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**COURSE SCHEDULING AND
SECTIONING, AND ASSIGNING
CLASSROOMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Dr. Dean H. Wilson)

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This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*, and outlines responsibilities and procedures on scheduling and sectioning courses during the academic day and assigning classrooms. It applies to all United States Air Force Academy (USAFA) agencies involved in these functions. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

This interim change updates the opening paragraph. It also updates the office title from the Office of the Registrar to Student Academic Affairs and Academy Registrar. Additionally, it updates the office title from Scheduling to Academic Scheduling and updates the office symbol from DFRS to DFRR. A margin bar (|) indicates revisions from the previous edition.

1. Responsibilities:

1.1. Headquarters, United States Air Force Academy, Student Academic Affairs and Academy Registrar, Academic Scheduling and Customer Services (HQ USAFA/DFRR).

1.1.1. Coordinates the efforts of the Dean of the Faculty (HQ USAFA/DF), Directorate of Athletics (HQ USAFA/AD), and 10th Communications Squadron (10 CS) in:

1.1.1.1. Course scheduling.

1.1.1.2. Course sectioning.

1.1.1.3. Classroom assignments.

1.1.1.4. Graded review scheduling.

1.1.1.5. Final examination scheduling.

1.1.2. Develops, publishes, and distributes cadet academic schedules to the Cadet Wing.

1.1.3. Develops and furnishes the academic departments and Physical Education Department (HQ USAFA/ADP) with course enrollment planning information.

1.1.4. Updates academic programs and individual cadet academic schedules and has access to a current record of each.

1.2. Designated Representatives of Departments or Divisions of HQ USAFA/DF, HQ USAFA/CW and HQ USAFA/ADP:

1.2.1. Submit to HQ USAFA/DFRR any changes required for the master course file (MCF).

1.2.2. Provide HQ USAFA/DFRR with course scheduling, sectioning, and classroom data for each course offered, as requested.

1.3. 10 CS:

1.3.1. Provides data processing services that enable HQ USAFA/DFRR to schedule examinations and section courses.

1.3.2. Advises designated representatives of HQ USAFA/DF, HQ USAFA/CW, and HQ USAFA/ADP on data preparation procedures and problems and gives them computer systems analysis and programming support.

1.4. **Cadets.** Cadets will follow their published academic schedules.

2. Procedures:

2.1. **Initiating a New Course.** USAFAI 36-3507, *Curriculum Handbook and Curriculum Change Control*, outlines procedures for submitting a curriculum change proposal (CCP) for a new course. The department initiating the proposal will submit to HQ USAFA/DFRR all information, including MCF data, necessary to integrate the new course into the curriculum. Once the course is implemented, the department scheduling coordinator must ensure the course information in the MCF is correct.

2.2. **Course Offerings.** The *Curriculum Handbook* describes briefly all courses offered.

2.2.1. Requests to change the offering information published in the *Curriculum Handbook* are submitted by CCPs in September and April, during the normal CCP cycle, to the Curriculum Committee coordinator (HQ USAFA/DFR). The Curriculum Committee meets each semester in September and April. One-time or out-of-cycle requests must be submitted to the Vice Dean (HQ USAFA/DFV) by the appropriate department head.

2.2.2. Once registration has taken place, any requests to delete course offerings for the upcoming semester are submitted as follows:

2.2.2.1. If the enrollment is 10 or less, the department concerned may cancel the course. If so, the scheduling coordinator will tell HQ USAFA/DFRR, in writing, when the preliminary course offering information (PCOI) is updated. Once a course is canceled, it may not be reopened for the affected semester.

2.2.2.2. If the enrollment is greater than 10, course cannot be deleted.

2.2.2.3. If the enrollment is six or less, HQ USAFA/DFRR will cancel the course unless a request for a waiver has been approved by HQ USAFA/DFV.

2.2.2.4. HQ USAFA/DFRR will tell HQ USAFA/DFRC when a course is canceled.

2.2.3. According to the *Curriculum Handbook*, all departments may offer honors sections of their core courses as indicated on the MCF. HQ USAFA/DFRR will tell the department scheduling coordinator when to give them a list of students to be placed in the honors section.

2.3. Course Scheduling. HQ USAFA/DFRR will prepare the Master Course Offering Schedule (MCOS) each semester. In developing the MCOS:

2.3.1. Cadet registration will be given primary consideration.

2.3.2. An academic course consisting of 10 or more sections will have a minimum of 6 offering times.

2.3.3. An academic course with an enrollment of 300 or more will be offered at all available periods.

2.3.4. Upon departmental request, HQ USAFA/DFRR will attempt to schedule those single contact-hour courses having only two sections on the same day. HQ USAFA/DFRR will not consider multiple contact-hour courses and courses with three or more sections for this type of scheduling.

2.3.5. Upon written departmental request, HQ USAFA/DFRR will schedule "no conflict" for a given course with up to three other courses. The prerequisite for "no conflict" is a stated facilities limitation, or only one instructor available to teach the course involved.

2.3.6. Upon departmental request, HQ USAFA/DFRR will try to schedule around rated faculty members who are actively involved in flying programs.

2.3.7. Honors sections will be offered at the same time as the basic course sections they replace. To accomplish this, the number of offering times for requested honors sections must be equal or be less than the number of offering times originally established for the basic course sections.

2.4. **Preliminary Course Offering Information (PCOI) Adjustments.** Shortly after the registration cutoff for each semester, HQ USAFA/DFRR will publish and distribute the PCOI listing to each department. Each department will review the data on the current PCOI listing and adjust the entries for compatibility with enrollment. Each scheduling coordinator will provide updated PCOI data according to HQ USAFA/DFRR instructions.

2.5. **Sectioning.** When a CCP that adds to the curriculum is approved, the department will provide sectioning criteria. The criteria will be published on the MCF and maintained by both HQ USAFA/DFRR and the department. HQ USAFA/DFRR will use this file for initial sectioning each semester the course is offered.

2.6. **Assigning Classrooms, Lecture Halls, and Conference Rooms.** All courses, except those offered by HQ USAFA/AD, will meet in Fairchild Hall, building 2354; or Aeronautics Laboratory, building 2410; unless otherwise authorized by USAF Academy Scheduling Committee action. For more information, see USAFAI 36-3505, *Scheduling Cadet Instructional Facilities*.

3. Information Collections, Records, and Forms or Information Management Tools (IMT).

3.1. **Information Collections.** No information collections are created by this publication.

3.2. **Records.** Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

3.3. **Forms or IMTs (Adopted and Prescribed).**

3.3.1. Adopted Forms or IMTs: AF IMT 847, **Recommendation for Change of Publication.**

3.3.2. Prescribed Forms or IMTs: No forms or IMTs were adopted by this publication.

DANA H. BORN, Brig Gen, USAF
Dean of the Faculty

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*

AFPD36-35, *United States Air Force Academy*

USAFAI 36-3507, *Curriculum Handbook and Curriculum Change Control. Curriculum Handbook*

Abbreviations and Acronyms

CCP—Curriculum Change Proposal

MCF—Master Course File

MCOS—Master Course Offering Schedule

PCOI—Preliminary Course Offering Information

Terms

Academic Day—Academic periods one through seven and academic evening Call to Quarters as listed in the current Cadet Schedule of Calls.

Core Course—A course required for graduation.

Course—Part of the USAFA curriculum. Courses may be academic or nonacademic; graded or non-graded; core or major; advanced, audited, repeat, substitute, honors, experimental, or overload.

Major's Course—A course required within an academic major.

Master Course File (MCF)—A computer file containing basic course information. Based on data from the *Curriculum Handbook* and scheduling coordinators. Copies are kept by Academic Scheduling (HQ USAFA/DFRS) and by the departments concerned with each course offered at the USAF Academy.

Preliminary Course Offering Information (PCOI)—Estimated course offerings based on course offering parameters in the MCF and actual course enrollment.

Resectioning—After sectioning, a department may ask HQ USAFA/DFRS to balance sections within offering times.

Scheduling Coordinator—An officer from each department or activity offering courses during the academic day who serves as the point of contact with HQ USAFA/DFRS for scheduling and sectioning courses.

Scheduling—Takes place after registration when HQ USAFA/DFRS puts each cadet in one of the offering times for each class for which the cadet registered.

Sectioning—The process by which HQ USAFA/DFRS divides offering times into the number of sections requested for each course and puts cadets into specific sections.