Classroom Scheduling Guidelines

Office of the Registrar, Stony Brook University
(1.22.2026)

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1. Departmental Responsibilities

1.1. **Communication**: Academic Schedulers or administrative staff involved in course scheduling serve as the primary contacts for regsched@stonybrook.edu. Faculty should direct all inquiries to their administrative staff, who will then communicate with the Registrar Scheduling team.

1.2. **Timeliness**: Departments must submit their course schedules by the designated deadlines to ensure efficient allocation of classroom space.

1.3. **Training**: Departments are responsible for ensuring that staff involved in scheduling are adequately trained in the scheduling system and policies.

1.4. **Refresher Training**: Departments are responsible for ensuring that staff involved in scheduling attend refresher training. Periodic refresher training sessions will be provided to ensure compliance and address any updates in scheduling procedures.

1.5. **Classroom Requests**: All department faculty requests are to be submitted by the departmental staff involved in scheduling.

1.6. **Course Offerings:** Departments are responsible for determining course offerings for each term. Departments are also required to obtain approval of their proposed course offerings by the appropriate Dean's Office.

1.7. **Inform Their Faculty:** Departments must inform their faculty – and remind them at appropriate times – of the scheduling policies, procedure, and calendar so that they will make research and other non-teaching arrangements, propose new courses, and make special room requests at appropriate times. As long as the instructors arrange schedules for non-teaching activities before the department's classes are scheduled, they can legitimately ask the department to schedule their courses at times not conflicting with the other activities.

  1.7.1. Instructors should be aware, however, that departments may not always be able to grant such requests.

   1.7.1.1. The department's first consideration in planning the schedule must be to make available the basic courses undergraduate and graduate students need.

   1.7.1.2. The department's second consideration must be a well-rounded distribution of electives.

   1.7.1.3. Last, departments may consider convenient assignments for instructors. Because negotiation and compromise will inevitably come into play at times, the faculty of each department should decide together what criteria they will use to staff all available class periods.

   1.7.1.4. Commuting faculty should not be given special treatment by virtue of being commuters. Their obligations to the University are the same as those of local residents.

2. Registrar Responsibilities

2.1. The Office of the Registrar will maintain and publish academic calendars, including term sessions and important scheduling dates and deadlines.

2.2. The scheduling of courses will be organized according to the defined term sessions outlined in the academic calendar.

2.3. Each term, the Registrar will initiate the schedule rollover process to ensure continuity and address any necessary updates or changes.

2.4. The Registrar will maintain an up-to-date course catalog to assist in the scheduling process.

3. Contact Hours

3.1. Courses must meet the required contact hours as specified by the Stony Brook University's academic policies. (see: [Credit/Contact Hour Policy](#))

4. Course Offerings

4.1. Standard meeting patterns must be adhered to in order to optimize classroom utilization.

4.2. Classes should be scheduled within [Class Time Period Meeting Patterns](#) unless an exception has been granted.

4.3. Schedulers need to ensure course modality is entered into the schedule of classes as appropriate.

4.4. Assignments outside standard periods require approval from the Registrar, Dean's Office, and if appropriate the Provost.

5. Room Assignments

5.1. Departmental Pre-Assignments

    5.1.1. Academic Departments should ensure that they are using departmentally controlled classrooms to their full potential before requesting General pool classrooms.

5.2. Faculty Requests

    5.2.1. Faculty classroom requests can be submitted for accessibility and/or medical accommodation.

    5.2.2. Other classroom requests will be considered for other outside factors (example: heavy equipment used and transported for the course)

    5.2.3. Active learning space requests must be submitted during the faculty room request period. Active learning spaces are assigned based on academic need on a first come, first serve basis.

5.3. Large Classrooms (180+)

    5.3.1. Large classroom requests must be received by posted deadline dates.

    5.3.2. Rooms will be assigned on a first come first serve basis.

    5.3.3. Academic course silos will be taken into consideration.

5.4. 25Live Assignment Process

    5.4.1. Classroom assignments are completed using the 25Live Optimizer.

    5.4.2. Departments will be required to find alternate assignments for courses the process cannot assign. This may include changing days, times, or requested enrollment capacities.

6. Course Enrollment Caps

6.1. Caps cannot exceed the room capacity listed next to the facility ID on the Meeting panel in 'Maintain Schedule of Classes', especially for a Registrar controlled space.

6.2. Schedulers must be mindful not to exceed the room capacity using 'closed class' permission

6.3. Once a room cap is changed, please allow ONE week if another adjustment is needed.

6.4. College of Arts & Sciences; College of Engineering and Applied Sciences:

    6.4.1. Approval is required if asking to lower the cap to 0.

    6.4.2. Courses capped at 100 or higher: approval required for anything with a 10% enrollment cap change. As an example, for a course offered in a Frey lecture hall (250 cap), 10% = 25 seats and 20% = 50 seats.

    6.4.3. Courses capped below 100: approval required for anything with a 20% enrollment cap change. As an example, for a course capped at 30, 10% = 3 seats and 20% = 6 seats.

6.5. The following should only be adjusted by the Registrar's Office

    6.5.1. Combined Cap

6.5.2. Reserve Cap Adjustments, please do not edit/add/remove any of the reserves or the reserve caps, including any departmental reserves.

7. Class Notes

7.1. Class Notes are specific to the Class/Section and term it is being offered.

7.2. All notes are to be reviewed while the academic department scheduler still has access to edit their classes.

7.3. Notes are no longer to include class reserve information. That info is listed in Schedule Builder for students to view.

7.4. P/NC, GPNC, S/U grading, etc. should not be listed in the class note. That information is not section specific and is listed in the Catalog.

7.5. If exams are not taking place during scheduled class time, details should be included in the class notes, including exam modality (in person vs online). This excludes final exams held during finals weeks.

8. Resolution of Conflicts

8.1. Class size and equipment requirements will be determining factors in disputes involving credit-granting academic classes.

8.2. Highest priority is given to departments which do not control their own seminar rooms. Departments with dedicated seminar rooms are required to maximize the use of these rooms for smaller classes and meetings, rather than requesting room assignments from the General pool.

8.3. The Office of the Registrar will make every attempt to mediate room conflicts and develop a solution. However, if conflicts cannot be resolved at this level, the Deans, Registrar and/or the Provost's Office may become involved.

9. Responsible Use

9.1. Food Service is not permitted in academic classrooms, and food may only be served outside of classroom facilities. Certain events may be denied using classroom space if it is determined that the nature of the event is inappropriate for the purpose of the classroom. Please note, Javits and Frey are classroom buildings only. Catering is not permitted in those buildings.

9.2. The possession, consumption, or furnishing of alcoholic beverages or controlled substances are prohibited in any classroom.

9.3. University Fire drills must be completed as ordered. See: Fire Drill Policy.

9.4. University class cancellations for weather or other hazards must be adhered to.

9.5. University Police (UPD) must be contacted for emergencies. (631) 632-3333 or 333 from a campus phone.

9.6. Student Accessibility Support Center (SASC) or Office of Equity & Access (OEA) - accessibility/accommodations for students and faculty must be followed at all times.

10. Shared Spaces

10.1. All unscheduled time periods after this initial schedule is developed will be available for the Registrar to assign to other courses.

10.2. Departments that have shared classrooms with the Registrar are required to maximize the use of these rooms for classes and meetings scheduled during their assigned shared priority classroom timeframe.

10.3. Departments must assign their shared classrooms while they have edit access for updating the class schedule as established in the scheduling calendar.

11. Changes in Classroom Assignments

11.1. Departments may not move their class from an assigned room without prior approval from the appropriate Dean's Office and/or the Office of the Registrar.

11.2. All schedule changes affecting class meeting time/days or classroom assignments must be requested in writing to regsched@stonybrook.edu and appropriate Dean/Program

Representative. When submitting the request, academic departments should inform students about the possible change and encourage any student whose access to the class might be impacted by a change to notify them as soon as possible.

11.3. In the event of an emergency evacuation of a classroom or building, the Office of the Registrar will attempt to relocate classes to temporary meeting rooms if desired.

12. Late Class Scheduling Changes

12.1. Changes made after access is closed to schedulers are considered as late changes

    12.1.1. Summer/Fall deadline: January

    12.1.2. Winter/Spring deadline: June

12.2. For College of Arts & Sciences; College of Engineering and Applied Sciences - Late changes made after the term deadline must be approved by the appropriate Dean's Office representative.

12.3. Late changes should be submitted to regsched@stonybrook.edu no later than 2 weeks prior to Advanced Registration/Enrollment for the term being requested.

12.4. Changes include, but not limited to:

    12.4.1. Class reserves, Enrollment caps, Course topic listings, meeting pattern changes, proper class notes for that term.

    12.4.2. New class additions may be added with approval.

13. Class Cancellation

13.1. Any class cancellation requests must be submitted in writing to regsched@stonybrook.edu and appropriate Dean/Program Representative.

13.2. Departments must notify students regarding the cancelled class section and inform them if a new section will be scheduled in its place. Information should be provided to the students regarding re-enrolling in the new class section including how to obtain a permission number if necessary.

13.3. Before requesting canceling the section in PeopleSoft, inform the instructor of record that the associated Brightspace course will be deleted, making the course inaccessible to everyone – students, instructor, and system administrator. It may not be possible to restore submissions in a course once they have been deleted, so please give some time for the instructor to export their Brightspace course prior to cancellation.

14. Course Distribution and Time Periods

14.1. Each department must distribute their course offerings over all five days of the week, Monday through Friday, and across the full class day.

14.2. Classes must be scheduled equally over the standard Class Time Period Meeting Patterns.

14.3. Classes can not be scheduled during any portion of the two Common Hour Periods held Monday and Wednesday 12:30 PM - 1:50 PM.

15. Combined Course Scheduling

15.1. In cases where a course must be delivered to both undergraduate and graduate students simultaneously, there is to be a substantive difference in the experiences of these two groups of students. An example in which a course might demonstrate substantive differences is:

    15.1.1. Assigning additional and/or different reading assignments, writing assignments, problem sets, or examinations

    15.1.2. See the Graduate School's website for Faculty and Staff Resources for the appropriate form to co-schedule undergraduate and graduate courses.

    15.1.3. The department must include all academic schedulers that are stakeholders for any portion of a course combination in their communications.

15.2. Email requests sent to regsched@stonybrook.edu for combinations/co-scheduled courses are to include:

    15.2.1. The subject line of the email should specify the term and all courses in the combination

15.2.2.   All academic schedulers for the subjects listed for the combination copied on the email

15.2.3.   Term, meeting pattern details, room (if applicable), individual section enrollment caps and the combined total enrollment cap. (Note: waitlist cap feature does not function for use on combined courses, waitlists can not be requested for use)

15.2.4.   If an UGRD/GRAD combination/coschedule is requested, include the stated Graduate School approval in the email for requested term

16.   Communications

16.1.   All communications with the Registrar's Office should include:

16.1.1.   Email Title - Academic Term + Details of Request

16.1.2.   Actions (Add/Drop/ Cancel/Inactivate etc)

16.1.3.   Approvers (Dean's Office Representative) are to be copied on the email request

17.   Classroom Maintenance

17.1.   Academic Departments are responsible for maintenance and repair of all equipment within classrooms that they solely control.

17.2.   General pool classrooms and those that are shared with the Registrar's Office are the responsibility of the university.

17.2.1.   Damage, lighting, seating, requests for lecterns, podiums or additional tables should be addressed to FIXIT.

17.2.2.   Non-operating digital projectors, monitors, computer-projection equipment, computers, etc. should be reported to IT Classroom Support..

17.3.   Seating in any classroom will not be increased beyond the Fire Marshall's approved capacity of the classroom.

18.   Classroom Blackout Times

18.1.   General pool classrooms are blacked out during campus lifetime periods and cannot be used for academic course scheduling purposes.

18.2.   Courses cannot be scheduled during building blackout hours unless permission is granted by the appropriate building manager as staff support and custodial services are not available.

19.   Midterm and Final Exams

19.1.   Midterm Exam Process (CAS only) - In cases where course instructors and departments have university approval to hold common evening midterm exams outside of their scheduled class meeting times:

19.1.1.   Midterms - common evening midterm exams, in-person v. online, deadlines for requests, are to be communicated with the College of Arts & Sciences Dean's Office Representative by the designated deadline.

19.1.1.1.   Alternate seating may be requested but is not guaranteed.

19.1.1.2.   Common evening midterm exam dates and times are to be entered into the PeopleSoft class notes for each section of the course holding a common exam. This must be completed before students have viewing access to the term course schedule.

19.1.1.3.   Common evening midterm exam list published on Registrar's website prior to term enrollment.

19.2.   Final Exam process:

19.2.1.   Common final exam periods are to be communicated with the College of Arts & Sciences Dean's Office Representative by the designated deadline and must be completed before students have viewing access to the term course schedule.

19.2.2.   Common final exam list published on Registrar's website prior to term enrollment.

19.2.3.   Course responses are needed by departments for courses offering a final exam during finals weeks. Registrar will prepare a list of courses to collect responses. (YES/NO - for holding an in-person final).

19.2.4.   Final exams are assigned based on responses:
  19.2.4.1.   Exams are scheduled based on approved dates/times listed for that term. (see [exam schedule](#))
  19.2.4.2.   Departments can request alternate space or cancelling the final exam request by emailing regsched@stonybrook.edu
  19.2.4.3.   Departments can request additional rooms or to schedule an exam that was previously not scheduled to hold an exam through this process via 25Live
    19.2.4.3.1.   25Live event request should specify the Subject, Course number, Section and text of Final Exam *(ie. AAS 123.01 - Final Exam)*
      19.2.4.3.1.1.   Event Type: EXAM
19.3.   Online Course – Midterm and Final Exams:
  19.3.1.   Online Asynchronous courses:
    19.3.1.1.   Midterm and final exams must be offered asynchronously unless prior approval is obtained from the appropriate Dean's office **and, if approved,** explicit exam details are included in the class notes before classes become viewable in SOLAR. No exceptions will be granted.
  19.3.2.   Online Synchronous Courses:
    19.3.2.1.   Midterms and final exams should be offered synchronously online with the associated meeting pattern or asynchronously online. Exceptions may be granted by the appropriate Dean's office for in-person exam(s) prior to enrollment. A class note must be entered for students to view on SOLAR. If approved for an in-person exam, students must be provided with the opportunity to take the exam at an approved testing center if they are unable to come to the SBU campus.