

Tips for Class Scheduling

<https://www.phoenixcollege.edu/employees/divisions/academic-affairs/instructional-support-services/resources>

review [Scheduling Phases](#) found at
<https://www.phoenixcollege.edu/employees/divisions/academic-affairs/instructional-support-services/resources>

Why do "phases" matter?

Schedule Building – preparing accurate schedule of classes to display in the Student Center and Find A Class

Quality Control – ensure accuracy

Schedule Maintenance – monitor and update class data

Tips for Class Scheduling

<https://www.phoenixcollege.edu/employees/divisions/academic-affairs/instructional-support-services/resources>

How do I expedite assignment of instructors?

Have I received confirmation from Human Resources that instructor is hired and available to assign in SIS?

Why isn't an instructor assigned when I make the request?

Have I received confirmation from Human Resources that instructor is hired and available to assign in SIS?

Have I checked View Instructor Schedule in SIS to verify that Instructor is not over load limits?

Is the eCOM for the Instructor Assignment awaiting approval by Administration?

Instructor needs to be added to (or information updated on) the Instructor/Advisor Table in SIS by HR.

Which report shows class detail and how my classes are scheduled?

MCCD_SR_3530

- o what are the start and end dates?
- o what times