

## ITV SCHEDULING PROCESS:

1. Class Schedule Proposal forms (spreadsheets) for the next semester schedules are sent out to Academic Chairs/Deans by the Registrar's Office for Silver City CRN sections.
2. Class Schedule Proposal forms are completed by Academic Chairs/Deans and sent back to Academic Affairs and the Registrar's Office.
  - a. ITV courses to be offered are to be identified in the appropriate column on the Class Schedule Proposal form. (The form must be completed with all information.)
3. The Registrar's Office will schedule ITV requests for Silver City CRN sections. Extended University will schedule ITV requests for the extended sites CRN sections.
  - a. Courses using Technology Resource Center (TRC) as primary classrooms have priority. Instructors wanting to use the TRC occasionally are not scheduled until after the priority classes. These classes are scheduled directly with TRC, not through the Registrar's Office.
  - b. The courses will be scheduled on a First-come-first-serve basis.
4. The Class Schedule Proposal proofs are sent back to the Academic Department showing the first draft of schedule.
5. Extended University and TRC are to connect to the VIEW from BANNER to pull all ITV courses to review delivery points and any conflicts.
  - a. Extended University is to submit the ITV schedule to all of the extended sites to request their needs for an ITV course.
  - b. Academic Departments should not assume Extended University will pick up their courses. Communication between the Academic Departments and sites must take place to verify the courses that need to be received are committed.
6. When an extended location chooses to receive a main campus ITV course, they are to build their own CRN section (ex: T or C, 30-39; Miscellaneous, 40-49; Lordsburg, 50-59; Deming, 80-89; and/or Gallup, 90-99).
  - a. The comment field in BANNER is to be completed by Extended University as to where the course is being transmitted to or received from. (TRANS and/or RECD)
  - b. Extended University will need to identify their ITV classroom in BANNER for the ITV connection.
  - c. Extended University and TRC should review their BANNER View of ITV courses and make sure there are no conflicts before the beginning of the semester and weekly thereafter for any schedule changes.
  - d. Extended University should resolve any conflicts before the semester begins.
7. When an extended location chooses to transmit/receive from **another** extended location, Extended University should monitor the schedule for any conflicts.

## TO SUBMIT A CHANGE:

- If at any time there is a need to make changes to a previously requested course, the Add/Change/Cancel form is to be used.
- Submitting a Change request does not guarantee a place on the schedule until the request has been delivered and evaluated by the Registrar's Office and/or Extended University, and if needed, the VPAA.
- Verbal requests will not be honored.

[See Classroom Assignment Policy](#)

Rooms Determined to be ITV capable: Bessie-Forward Global Recourse Auditorium, Miller Library AV (1,2,3), SMB Seminar Room, FACT, Watts Hall on main campus. Facilities other than Miller Library and Watts Hall must be approved through Special Events.