

Intentional Scheduling Parameters

Scheduling Parameters are a structured set of informed guidelines and decision-making criteria used to create intentional course schedules that optimize student success, program completion, and institutional efficiency. These parameters provide a common framework for departments to move beyond historical scheduling patterns, ensuring consistent consideration of student needs, resource utilization, and strategic enrollment management while supporting program pathways and institutional goals.

Primary Users: Department Chairs, Discipline Leads, Faculty, Center Directors, Deans, VPI

Framework	Decision Making Criteria	How? <i>*IRP Data Dashboards</i>	Why?
Student Success & Completion	Ensure required courses for program completion are scheduled appropriately according to degree/certificate requirements. (considerations for FT/PT, day/evening)	Pathways College Catalog	EVP Goals – 1.8, 3.1, 3.6 SCFF – Student Success Allocation (See User Guide) SEP - Focus on (p. 36)
	Maintain a balance between high-demand courses and specialized courses that fulfill program completion requirements.	Course Demand Data	EVP Goals – 1.8, 3.1, 3.6 SCFF – Base and Student Success Allocation
	Prioritize courses that have higher completion rates, especially for underserved student groups. Consider offering support courses in sequence with major courses to improve student success.	Course Demand Data SEM Actual Div. Summary Program Matrices	EVP Goals – 1.8, 3.1, 3.6 SCFF – Base, Supplemental, and Student Success Allocation
	Ensure pre/co-requisites and interdisciplinary pre/co-requisites are not in conflict with each other.	College Catalog	EVP Goals – 1.8 SCFF – Base and Student Success Allocation
Modality & Delivery	Verify availability of day, evening, partially online, and online (synch and asynch) offerings to meet student demand and improve access. <ul style="list-style-type: none"> Prioritize transfer courses during times and modalities that are accessible to transfer-seeking students. Schedule high-demand courses in peak enrollment periods and popular modalities Avoid multiple offerings of similar courses at the same time and modality 	Heat Maps Enrollment Trends SEM Fill Rates by Time of Day Distance Ed Dashboard	EVP Goals – 1.8, 1.9, 1.10
	Special Considerations**: <ul style="list-style-type: none"> Unique scheduling (athletes, international students, veterans, Umoja, Puente, cohorts, etc.) Equity-focus (Promise students, working students, noncredit students, Rising Scholars, etc.) 	*See below for additional guidance.	EVP Goals – 1.8, 1.10 SCFF – Supplemental and Student Success Allocations

Modality & Delivery	Schedule classes within scheduling block parameters	See Scheduling Block	EVP Goals – 1.8 SCFF – Base Allocation
	Center Scheduling: <ul style="list-style-type: none"> • Ensure classes are distributed efficiently across all Center locations. • GE offerings for degree and transfer • Center Program Priority requirements / program prioritization of FTEF allocation • Low-enrolled, face-to-face courses should not compete across locations/centers. 	Fill Rates by Time of Day Program Matrices	EVP Goals – 5.1, 5.3 Center Status Goals SCFF – Base Allocation
	Term length considerations (4 weeks, 6 weeks, 8 weeks [FT1, FT2], 12 weeks, and 16 weeks)	Enrollment Management Metrics PRP Courses SEM Actual Div. Summary	EVP Goals – 1.8 SCFF – Base Allocation
	Verify department's FTE allocation matches proposed schedule <ul style="list-style-type: none"> • Target allocation vs. Max. allocation • Center allocation • High demand programs 	PRP Program Completions	EVP Goals – 1.8, 5.1 Center Status Goals SCFF – Base Allocation
Compliance & Requirements	Verify all technical requirements: <ul style="list-style-type: none"> • Passing periods • Minimum number of minutes • Online/hybrid courses have DE addendum • Confirm all CORs are up to date • Ensure schedule aligns with state regulations/discipline-specific accreditation standards 	See Scheduling Block Expired CORs	EVP Goals – 1.8 SCFF – Base Allocation

*For additional information on how to use the Data Dashboards, please see the Data Dashboard User Guide at <https://www.palomar.edu/irp>

** International students must be enrolled in 12 units (fall and spring) of which at least 9 units of face-to-face or partially online class to maintain their visa status.

** Veterans must be enrolled in at least one face-to-face class (fall, intersession, spring, and summer).

** Adhering to scheduling blocks is important for student athletes who have practices at the same time 5 days per week.

** Awareness that Umoja, Puente, and Rising Scholars schedule learning community classes.

(10/8/2025)