Office of the Registrar - Scheduling Office
FIG/LLC Scheduling Form

Form Initiated by:

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Director, Freshman Interest Groups and Living & Learning Communities
University College  Tel: 277-6515    Fax: 277-3173    ajarmijo@unm.edu

TERM: ____________
Campus: ABQ

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Subject Code</th>
<th>Course #</th>
<th>Sec #</th>
<th>Course Title (30 characters only)</th>
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<th>Section Cap.</th>
<th>Credit Hrs.</th>
<th>Days</th>
<th>Military Time</th>
<th>Building</th>
<th>Room</th>
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<th>*Instructor (Last Name, First)</th>
<th>Banner ID</th>
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X

Department Scheduling Signature    Date

Phone Number: ______________________

Course Fee Code _______ Amount $ ______

Special Approval (check only one if applicable)

AA Academy Advisor
DN College Dean
DP Department
FA Faculty Advisor
HA Honors Advisor
IN Instructor
PD Program Director

For Scheduling Office use only

____ App. Xlist ______ Code ______ CORQ ______ Delete ______
____ Entered by ______ Date _______

Please submit completed form to:
Scheduling Office Tel: 277-4336
schedule@unm.edu
Fax: 277-7585

C:\Documents and Settings\cosme\My Documents\FORMS\FIG-LLC Scheduling Form.DOC
Revised: 4/12/2006
The Freshman Interest Group/Living & Learning Community Coordinator will be referred to as the Block Scheduling Coordinator. Contact Andrés Armijo, FIG, FISC and LLC Director, 277-6515, if you have any questions.

Block Scheduling Coordinator Responsibilities:

- Each Block Scheduling entity (FIG or LLC) will be considered an independent academic area and participate in the Schedule build process as such.
- A primary Scheduling Contact will be provided for each of the areas coordinating Block Scheduling.
- Block Scheduling Coordinators will join the Scheduling Office list serve and participate in our annual workshop, so that they will remain up-to-date on Scheduling related matters.
- A DCL return appointment will be required to submit/review your completed Block Scheduling forms.
- Block Scheduling Coordinators will participate in both proofing sessions to ensure the accuracy of the course information.

Conditions of Block Scheduling:

- Each form will represent one block of courses.
- Blocked courses will share the same 600-level section number for easy identification.
- Any blocked courses that are also offered as (AOA) another course will require signatures from each of the offering departments on the Block Scheduling form.
- Creating a “blocked course” does not create a new section of a course; it either 1) reserves 25 (for a FIG) or 18 (for an LLC) seats within a larger existing (“parent”) section, or 2) reserves all of an existing small-enrollment section.
- Each blocked course will have a comment annotating the program with which it is affiliated, i.e., FIG or LLC.
- All blocked sections that are a part of a larger parent section will be noted as TW (taught with) the parent section in the Schedule of Classes.
- With the completion of a Block Scheduling form, the anticipated course offering will then be considered independent of the department, and managed by the Block Scheduling Coordinators.
- Academic departments will not add, revise, or delete any Block Scheduling information on their Department Course Listings (DCL) or Schedule of Classes Listing (SCL).
- Block Scheduling Coordinators will monitor enrolments in blocked courses and consult with academic departments regarding transfer of seats from FIG/LLC sections to parent sections.
- Block Scheduling Coordinators will have the ability to transfer seats from the FIG/LLC subsections to the department parent sections and will notify academic departments of those transfers.

** Note: The demographic information given will be added to the Department Contact list. In turn, this will be provided to each of our Department Scheduling Coordinators, and will be included in the Scheduling Office Information packet.