



Office of the Registrar
541.885.1300 | registrar@oit.edu | www.oit.edu/registrar

Klamath Falls Campus Classroom Scheduling Protocols

Introduction

To carry out the mission of the Oregon Institute of Technology, the classroom facilities are primarily for the use of students, faculty, staff, and programs that are directly related to the educational functions of teaching, research, and preparation for scholarly material. Every effort is made to ensure that classrooms are assigned fairly, used appropriately, and accommodate the University's academic and instructional needs.

These protocols are designed to ensure that quarterly course offerings are scheduled in a manner that permits access to available offerings by the greatest number of students and that allows the best match between the specific instructional needs of the faculty and courses being offered with the existing facilities.

Responsibilities

The Office of the Registrar is tasked with the generating and maintenance of the academic schedule in Banner. All schedule changes must be approved by the Department Chair.

Course Meeting Times

Course meeting times must adhere to the guidelines set forth below unless otherwise approved by the appropriate Dean. The Registrar's Office Scheduling Coordinator will request the appropriate dean's approval prior to scheduling a class that deviates from these guidelines.

Meeting Days	Length
MWF	50 minutes
MWRF or MTWF	50 minutes
TR	1 hour 20 minutes

Prime Time for Oregon Tech Klamath Falls Campus is 9 am to 2 pm. Courses should not be scheduled in general use classrooms *MW, WF, or MF* for longer than 50 min.

Labs should typically be held on Tuesday or Thursday from 8-10:50, 11-1:50, or 3-5:50 unless approved by the appropriate dean.

College hour is Tuesday from 2-3 pm and classes will not be permitted during this time.



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Contact Hours

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practicals, studio work, and other academic work leading to the award of credit hours.

A numerical credit value assigned to certain number of lecture or laboratory hours. A lecture class meeting for three 50-minute periods a week would be assigned three units of credit. Students have traditionally been expected to spend an additional six hours of outside class work per week for each three units of lecture class credit. Generally, a lab class requires three hours per week for one unit of credit, or a total of nine in-lab hours with no additional outside class work expected for three units of lab class credit.

Room Assignment Policies

When scheduling courses every effort will be made by the Registrar's Office Scheduling Coordinator to provide the accommodations requested within the space requirements of Oregon Tech as the main objective. Departments should not expect that faculty will be assigned the same space each term.

Scheduling Process

The academic term schedule is rolled from the previous year and sent to the Department Chair of each department to be reviewed for annual changes. Schedule changes should be made according to the scheduling timeline.

Courses with low enrollment must be cancelled by Department Chairs prior to the term starting. Exceptions to the must be approved by the appropriate College Dean.



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Disability Accommodations

Any students needing disability accommodations should be forwarded to Disability Services to have those accommodations put in place. Disability Services will work with the Registrar's Office Scheduling Coordinator and faculty to provide any accommodations that are needed.

Classroom Maintenance & Technology

Maintenance and Technology requests should be routed to the appropriate department for review; please include the Registrar's Office Scheduling Coordinator when making requests. If action is not taken and action is deemed necessary, the Registrar's Office Scheduling Coordinator will reach out to Academic Affairs, the College Deans, or the Provosts Office to assist in the remedy.

Maintenance Requests: Facilities Services – James Lake 541.885.1693

Technology Requests: ITS Help Desk – 541.885.1470

**If you have any questions regarding Classroom Scheduling please contact the
Registrar's Office Scheduling Coordinator: Ben Kintner 541.885.1314**