Class Scheduling
Change of Master (COM) Processes and Flowchart

Note

Submit requests using COM: https://ecom.phoenixcollege.edu/auth/login

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Clarifies which requests submitted to *Class Scheduling* by Academic Departments after *Schedule Building Phase* is closed for a term need Administration approval:

Approval **Not Required**:

- Cancellation
- Classroom change (aka *Facility ID*)
- Date change – except if change indicates *"Late Start,"* i.e., a date which falls after the first week of a term
- Day/Time change
- *Enrollment Capacity* increase
- *Enrollment Capacity* decrease only if associated with a classroom change (aka *Facility ID*) to one with lower room capacity
- New Course for non-credit
- Exceptions which are many and varied for every term

Approval **Required**:

- ALL *Instructor Assignment*s
- Date change to *"Late Start,"* i.e., any date which falls after the first week of a term*
- *Enrollment Capacity* decrease only if unassociated with a classroom change (aka *Facility ID*) to one with lower room capacity
- *Instruction Mode* change*
- *Location* change, i.e. from PC MAIN to OFF SITE*
- New Class (including dual enrollment and excluding non-credit)
- *Special Projects/Independent Study*
- Special load requests for existing classes including more or less than full course workload assigned in catalog/curriculum
- Exceptions which are many and varied for every term

Reference 01/2015 PC Curriculum Committee Minutes

Submit suggestions for improvement to irene.ruiz@phoenixcollege.edu

PHOENIX COLLEGE
GO FAR, CLOSE TO HOME.

Instructional Support Services
MARICOPA COMMUNITY COLLEGES

Class Scheduling
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Dpt Chair or Program Director

1 day +
Create New Course or Class: Complete COM & submit for approval   1

Student Services, Business Partners, Dual Enrollment

Using COM, request New Course or Class or Change to Existing Class

Dpt Chair, Program Director or Dpt Secretary

1 day +
Change Existing Class: Complete COM & submit for approval, if neeeded*   1

*reference separate list

Approval By Dean

Class Scheduler

24-72 hrs
Encode Class info into SIS & return COM   2a

24-72 hrs
Display in Student Center & Find A Class   2b

Dpt Chair, Program Director or Dpt

Verifies accuracy of encoded class information   3

STOP
1 day +