

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

Form Initiated by:


 Andrés J. Armijo

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

TERM: _____
Campus: ABQ

FIG/LLC

CRN #	Subject Code	Course #	Sec #	Course Title (30 characters only)																							
Section Cap.	Credit Hrs.	Days	Military Time	Building	Room																						
*Instructor (Last Name, First)				Banner ID																							
X _____ Department Scheduling Signature				Date																							
Phone Number: _____				Special Approval (check only one if applicable) <table border="1"> <tr><td><input type="checkbox"/></td><td>AA</td><td>Academic Advisor</td></tr> <tr><td><input type="checkbox"/></td><td>DN</td><td>College Dean</td></tr> <tr><td><input type="checkbox"/></td><td>DP</td><td>Department</td></tr> <tr><td><input type="checkbox"/></td><td>FA</td><td>Faculty Advisor</td></tr> <tr><td><input type="checkbox"/></td><td>HA</td><td>Honors Advisor</td></tr> <tr><td><input type="checkbox"/></td><td>IN</td><td>Instructor</td></tr> <tr><td><input type="checkbox"/></td><td>PD</td><td>Program Director</td></tr> </table>			<input type="checkbox"/>	AA	Academic Advisor	<input type="checkbox"/>	DN	College Dean	<input type="checkbox"/>	DP	Department	<input type="checkbox"/>	FA	Faculty Advisor	<input type="checkbox"/>	HA	Honors Advisor	<input type="checkbox"/>	IN	Instructor	<input type="checkbox"/>	PD	Program Director
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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

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

Office of the Registrar **Scheduling Office** **Freshman Interest Group/Living & Learning Community Block Schedule Guidelines**

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.