Below is some information that will assist you with the building of your Spring 2019 Schedule of Classes. The Spring 2018 classes in Infosilem for your department/academic area that need to be updated for Spring 2019 are attached.

Infosilem takes into consideration multiple factors when assigning class meeting times (time pattern, course combinations, course constraints, instructor constraints, room request information).

1) Time Pattern
   a) You will need to choose one of the available time patterns. Refer to the attached documentation on time patterns.
   b) Forced times (those outside of approved patterns) are allowed for classes pre-approved classes that start later in the evening or have a longer duration for which there is not time pattern. Graduate courses not in course combinations or combined with undergraduate classes in department rooms or beginning at 4 PM or later. In the unlikely event that a class does not fit into a standardized time pattern and does not meet the criteria for a forced time, please contact um.scheduling@maine.edu for review and possible approval.

2) The Instructor Constraint form is to be used to identify specific times that a faculty member (including adjunct faculty) cannot teach. A fillable form is located on the UMaine portal.

3) Course Combinations and Course Constraints have been entered into the system based on discussions with departments. If there are any new constraints to be addressed, please enter those into “Time and Room Requirements” box.

4) Infosilem takes into consideration three factors when assigning rooms:
   a) Building Requests & Room Type
      i) Select a preferred building and room type
   b) Class Enrollment Capacity
      i) You will need to be as accurate as possible when determining enrollment capacity. Changes after rooms have been assigned will be contingent upon available space.
   c) Room Characteristics (For non-departmental rooms only)
      i) It is important to identify any special room features required to effectively teach the class.

5) Scheduling Notes
   a) The maximum length of a class topic is 30 characters, including spaces.
   b) Video Conferencing classes must include the Video Conference room characteristic. Statewide Distance Education VC schedule: classes meet once a week for 14 weeks (M, T, W, Th, F or S). Times: 7:30-8:45 am, 9:00-11:45 am, 1:00 – 3:45 pm, 4:00-6:45 pm or 7:00-9:45 pm. Contact DLL/CED for available time slots.

The DCU will open on July 10 and close on August 3.