

Department of Chemistry and Chemical Biology		SOP-CCB	1/13/2026
Standard Operating Procedures	Course Scheduling		
Faculty and Teaching Staff	Fund: N/A	Revision date: N/A	

Overview:

This standard operating procedure (SOP) provides general guidance for faculty and course staff on adding a course or section(s), changing course/section details, cancelling a course/section, requesting classroom changes, course overrides, and other undefined scheduling items. This SOP also includes important notes and contacts. For questions about the applicability of any item in this SOP, contact Academic Coordinator, Kasey Hilton (knhilton@unm.edu). This SOP can be found any time on the UNM CCB website (Resources tab -> Internal Documents -> Course Scheduling or <https://chemistry.unm.edu/resources/internal-documents.html>).

Guidelines:

Please send all course scheduling communications in writing via email to Academic Coordinator, Kasey Hilton (knhilton@unm.edu). Verbal requests will be asked to follow up via email with information outlined in this document.

Please submit any changes and required approvals to Kasey Hilton before the course scheduling deadlines, as listed in scheduling emails sent by Kasey and/or CCB. Changes submitted after deadlines may result in delays or denials.

Spring 2026 – Oct. 6, 2025

Summer 2026 – Dec. 12, 2025

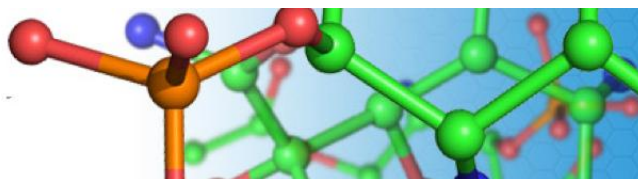
Fall 2026 – Feb. 23, 2026

Procedures:

Adding a Course

To add a new course, please send the following to Department Chair, Dr. Terefe Habteyes (habteyes@unm.edu), for approval:

- Subject code and course number (ex. CHEM 2310C)
- Section number (starting with 001)
- Semester
- Capacity
- Instructor name and Banner ID #
- Days and start/end time
- Reason for adding course
- Crosslist courses, if applicable
- Notes about classroom needs/preferences, if applicable
- Any other relevant information regarding course add



Once approval from Department Chair has been received, please CC or forward approval email to Academic Coordinator, Kasey Hilton (knhilton@unm.edu), to submit changes. Requests missing course information may be delayed.

Adding a Section

To add a new section, please send the following to Department Chair, Dr. Terefe Habteyes (habteyes@unm.edu), for approval:

- Subject code and course number (ex. CHEM 2310C)
- New section number(s)
- Semester
- Instructor name and Banner ID #
- Days and start/end time
- Reason for adding section(s)
- Any other relevant information regarding section add

Once approval from Department Chair has been received, please CC or forward approval email to Academic Coordinator, Kasey Hilton (knhilton@unm.edu), to submit changes. Requests missing section information may be delayed. *Please note: "placeholder" sections of courses with a cap of zero will not be created.*

Changing Course/Section Details

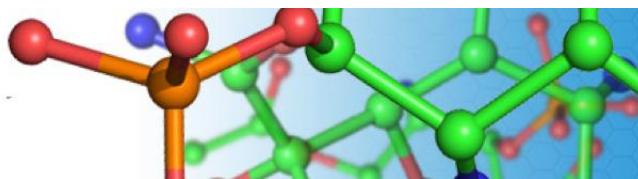
To change course/section details, such as but not limited to: time, location, instructors, section caps, crosslists, or course fees, please contact Academic Coordinator, Kasey Hilton (knhilton@unm.edu) with the following:

- Subject code and course number (ex. CHEM 2310C)
- Applicable section number(s)
- Changes you would like to make
- Any other relevant information regarding change

Please CC any instructors for the specific course and/or section.

Cancelling a Course/Section

To cancel a course or section, please contact Academic Coordinator, Kasey Hilton, (knhilton@unm.edu) with the subject code, course number, and section number that needs to be cancelled. Please CC any instructors for the specific course or section. *Please note: if a section is cancelled, the course instructor is responsible for communicating the cancellation to students and rescheduling students to a different section, if desired. Section caps will not be lowered to assist students moving from one section to another. The section will be cancelled and the students can register for another section.*



Requesting Building/Room Changes

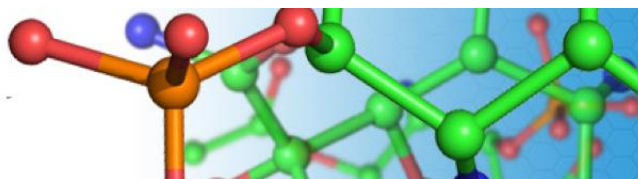
To request a change in building and/or room, or to request classroom preferences, please email Academic Coordinator, Kasey Hilton (knhilton@unm.edu), with course and request details. This is best done when emails are sent out by Kasey to finalize course schedules, or as soon as possible. The sooner a request can be submitted to the Scheduling Office about classroom needs/preferences, the more likely it is to be done. *Please note: if you elect to change an assigned room, you will forfeit the previously assigned classroom and may not receive a preferred new assignment. New assignments are based on availability.*

Room assignments are handled by the Scheduling Office and are assigned on a first come, first served basis and according to enrollment minimums (15 for undergrad and 5 for grad courses). Scheduling will do their best to accommodate requests, if possible. If you are adding a new course that was not offered in the previous academic year, that course will be at the bottom of the priority list. Please keep in mind that of the 600+ classrooms on campus, central scheduling only controls 142. All 142 centrally scheduled rooms come with the standard package of projector, whiteboard, podium, etc. If you want to schedule a room that is not controlled by scheduling, you can contact the building/department directly to check availability and approval. If approved, please CC or forward approval email to Kasey Hilton (knhilton@unm.edu) to remove the previously assigned classroom. *Please note: if elect to move your course to a room managed and approved by a different department/building, you will forfeit the previously assigned classroom and may drop to the bottom of the room priority list for future semesters.*

Clark Hall 101 is available for CCB courses after centrally scheduled courses are confirmed by the Scheduling Office. If you are interested in moving your course into Clark 101, please email Kasey Hilton (knhilton@unm.edu) to check availability and to submit changes.

Clark Hall conference rooms are not reserved for courses, except in special circumstances approved by Department Chair, Dr. Terefe Habteyes (habteyes@unm.edu), ONLY. Please email Dr. Habteyes with course information and explanation of circumstances for approval. Once approved, please forward or CC Kasey Hilton (knhilton@unm.edu) to reserve a room and remove previously assigned classroom. *Please note: if your course is approved for a Clark Hall conference room, you will forfeit the previously assigned classroom and may drop to the bottom of the room priority list for future semesters.*

****If you do not intend to use your assigned classroom, please notify Kasey Hilton (knhilton@unm.edu) so that the Scheduling Office can offer that room to a course waiting. Failure to remove assigned classrooms when not in use may result in denial of future room assignments, loss of state/federal funding for future projects, or disciplinary action for department employees.**



Course Overrides

Course overrides are used for adding students into closed sections. Instructions for faculty overrides are available on the UNM CCB website (Resources tab -> Internal Documents -> Course Scheduling or <https://chemistry.unm.edu/resources/internal-documents.html>) or can be requested from Kasey Hilton (knhilton@unm.edu). Overrides are the responsibility of the faculty or instructor of the course.

Other Undefined Scheduling Items

Any other scheduling items not outlined in this SOP can be emailed to Academic Coordinator, Kasey Hilton (knhilton@unm.edu). Please include as much detail as possible about the course and item that needs attention.

Important Contacts

Dr. Terefe Habteyes, Department Chair – habteyes@unm.edu

- Must have approval of Department Chair to add a course or section
- Must have approval of Department Chair for special exception to use a Clark Hall conference room for course

Kasey Hilton, Academic/Front Office Coordinator – knhilton@unm.edu

- Responsible for course scheduling
- Will be taking over course scheduling for Karen M. starting Spring 2026

Amanda Munk, Department Administrator – amunk1@unm.edu

- Back up for course scheduling, as needed
- Please only contact if Kasey is unavailable

Chemistry Front Office – chemistry@unm.edu, 277-6655

- Available for general questions and department directory
- Does NOT approve or change course schedules or room assignments