

Adjunct Faculty Class Scheduling

How to Ask for Any Class When You Don't Have a Preference

1. On the drop-down menu, pick the **Term** and **Discipline**. Once you have chosen one from each item, click **Next**.

Adjunct Faculty Class Scheduling System
Adjunct Faculty Main

Term: 2025FA

Discipline: Economics

Next

2. You will see the **Term** you chose and the **Open Date** and **Respond By Date** for the selected Discipline. You will only be able to choose your preferred classes in between the Open and Respond By Date/time. On the drop-down menu, pick the **Number of Classes** you would like to teach and **Course Type**. Once you have chosen one from each item, click **Enter**.
 - If you are certified to teach in multiple Course Types, select "All", otherwise, select the Course Type you would like to teach

Adjunct Faculty Class Scheduling System
Adjunct Faculty Main (Economics)

Term	Open Date	Respond by Date
2025FA	03/20/2025 12:00 AM	03/27/2025 11:59 PM

Adjunct Faculty Class Scheduling System

Adjunct Faculty Main (Economics)

Term	Open Date	Respond by Date
2025FA	03/20/2025 12:00 AM	03/27/2025 11:59 PM

Term 2025FA

Discipline Economics

Number of Classes

Course Type

- 1
- 2
- 3 or more

Term 2025FA

Discipline Economics

Number of Classes

Course Type

- Select Course Type--
- In-Person
- Online
- OnlineLIVE
- OnlineLIVE/Online
- All

3. This is where you will be able to pick the available classes that are open to teach.
 - a. You can pick by priority by entering a number on the right-hand side under **Priority**.
 - b. You do not have fill out all the boxes, only the ones that you want.
 - c. If you do not have a preference on which classes you would like to teach, you can enter the same priority number for multiple courses and enter comments for the Chair . Below are some examples:
 - i. **Example 1**: If you are willing to teach any class at any time, then you can enter a Priority of 1 in all classes and enter a comment.

Adjunct Faculty Class Scheduling System

Adjunct Faculty Request (Economics)

Open Date: 03/20/2025 12:00 AM

Respond by Date: 03/27/2025 11:59 PM

Adjunct Faculty: Sawyer, Lisa (0530524)

Discipline: Economics

Course Type: All

Term: 2025FA

Section Number	Course Name	Course Type	Campus & Room	Meeting Information	Day	Time	Start / End Dates	Class Information	Priority
86132	ECON-170-86132	OnlineLIVE	OLCLV / ONLN-LIVE;	OnlineLIVE will be conducted via Zoom during required scheduled times. You will log onto Zoom through Canvas. This class may require camera/video to be turned on during scheduled class time. Instructor's orientation letter found at https://www.canyons.edu/Orientationletter .	M W,	12:30PM - 1:50PM,	08/25/2025 - 12/13/2025	08/25/2025-12/13/2025 Lect/Disc - OnlineLIVE Monday, Wednesday 12:30PM - 01:50PM, OnlineLIVE, Room LIVE	1
86133	ECON-170-86133	In-Person	VLC /	In-person meetings for this class section depend on LA County Dept. of Health permission. If restrictions do not allow in-person class, this class section may be delivered OnlineLIVE via Zoom during required scheduled times. You will log onto Zoom through Canvas. Students will be notified via email if changes are required.	Tu Th,	12:30PM - 1:50PM,	08/25/2025 - 12/13/2025	08/25/2025-12/11/2025 Lecture And/Or Discussion Tuesday, Thursday 12:30PM - 01:50PM, Room to be Announced	1
86134	ECON-170-86134	Online	OLC /	ONLINE CLASS. This class is taught ONLINE via Canvas. Instructor's orientation letter found at https://www.canyons.edu/Orientationletter .			08/25/2025 - 12/13/2025	08/25/2025-12/13/2025 Lect/Disc - 100% Online Days to be Announced, Times to be Announced, Room to be Announced	1
86320	ECON-170-86320	Online	OLC /	ONLINE CLASS. This class is taught ONLINE via Canvas. Instructor's orientation letter found at https://www.canyons.edu/Orientationletter .			10/20/2025 - 12/13/2025	10/20/2025-12/13/2025 Lect/Disc - 100% Online Days to be Announced, Times to be Announced, Room to be Announced	1
86390	ECON-170-86390	In-Person	VLC /	In-person meetings for this class section depend on LA County Dept. of Health permission. If restrictions do not allow in-person class, this class section may be delivered OnlineLIVE via Zoom during required scheduled times. You will log onto Zoom through Canvas. Students will be notified via email if changes are required.	M W,	9:30AM - 10:50AM,	08/25/2025 - 12/13/2025	08/25/2025-12/13/2025 Lecture And/Or Discussion Monday, Wednesday 09:30AM - 10:50AM, Room to be Announced	1
86458	ECON-170-86458	Online	OLC /	ONLINE CLASS. This class is taught ONLINE via Canvas.			08/25/2025 - 10/18/2025	08/25/2025-10/18/2025 Lect/Disc - 100% Online Days to be	1

86472	ECON-291-86472	Hybrid	VLC / UCEN-205, UCEN-205;	HYBRID. This class will feature both ONLINE and In-Person instruction. The LAB portion of this class will meet ON CAMPUS as scheduled. Instructor's orientation letter found at https://www.canyons.edu/Orientationletter . In-person meetings for this class section depend on LA County Dept. of Health permission. If restrictions do not allow in-person class, this class section may be delivered OnlineLIVE via Zoom during required scheduled times. You will log onto Zoom through Canvas. Students will be notified via email if changes are required.	M, W,	11:00AM - 12:45PM, 11:00AM - 12:20PM,	08/25/2025 - 12/13/2025	08/25/2025-12/13/2025 Lect/Disc - Hybrid Monday 11:00AM - 12:45PM, DVH University Center, Room 205 (more)...	1
-------	----------------	--------	---------------------------	--	-------	---------------------------------------	-------------------------	--	---

Message to Chair

I will teach any class at any time

- i. **Example 2:** If you have a preference for certain classes (i.e. In-Person), but beyond those, you are willing to teach any class, then you can enter sequential priorities for the preferred classes (i.e. 1, 2), then enter the same priority for the next set of classes you are willing to teach (i.e. 3) and enter a comment.

Adjunct Faculty Class Scheduling System
Adjunct Faculty Request (Economics)

Open Date: 03/20/2025 12:00 AM

Respond by Date: 03/27/2025 11:59 PM

Adjunct Faculty: Sawyer, Lisa (0530524)

Discipline: Economics

Course Type: All

Term: 2025FA

Section Number	Course Name	Course Type	Campus & Room	Meeting Information	Day	Time	Start / End Dates	Class Information	Priority
86132	ECON-170-86132	OnlineLIVE	OLCLV / ONLN-LIVE;	OnlineLIVE will be conducted via Zoom during required scheduled times. You will log onto Zoom through Canvas. This class may require camera/video to be turned on during scheduled class time. Instructor's orientation letter found at https://www.canyons.edu/Orientationletter .	M W,	12:30PM - 1:50PM;	08/25/2025 - 12/13/2025	08/25/2025-12/13/2025 Lect/Disc - OnlineLIVE Monday, Wednesday 12:30PM - 01:50PM, OnlineLIVE, Room LIVE	3
86133	ECON-170-86133	In-Person	VLC /	In-person meetings for this class section depend on LA County Dept. of Health permission. If restrictions do not allow in-person class, this class section may be delivered OnlineLIVE via Zoom during required scheduled times. You will log onto Zoom through Canvas. Students will be notified via email if changes are required.	Tu Th,	12:30PM - 1:50PM;	08/25/2025 - 12/13/2025	08/26/2025-12/11/2025 Lecture And/Or Discussion Tuesday, Thursday 12:30PM - 01:50PM, Room to be Announced	1
86134	ECON-170-86134	Online	OLC /	ONLINE CLASS. This class is taught ONLINE via Canvas. Instructor's orientation letter found at https://www.canyons.edu/Orientationletter .			08/25/2025 - 12/13/2025	08/25/2025-12/13/2025 Lect/Disc - 100% Online Days to be Announced, Times to be Announced, Room to be Announced	3
86320	ECON-170-86320	Online	OLC /	ONLINE CLASS. This class is taught ONLINE via Canvas. Instructor's orientation letter found at https://www.canyons.edu/Orientationletter .			10/20/2025 - 12/13/2025	10/20/2025-12/13/2025 Lect/Disc - 100% Online Days to be Announced, Times to be Announced, Room to be Announced	3
86390	ECON-170-86390	In-Person	VLC /	In-person meetings for this class section depend on LA County Dept. of Health permission. If restrictions do not allow in-person class, this class section may be delivered OnlineLIVE via Zoom during required scheduled times. You will log onto Zoom through Canvas. Students will be notified via email if changes are required.	M W,	9:30AM - 10:50AM;	08/25/2025 - 12/13/2025	08/25/2025-12/13/2025 Lecture And/Or Discussion Monday, Wednesday 09:30AM - 10:50AM, Room to be Announced	2
86458	ECON-170-86458	Online	OLC /	ONLINE CLASS. This class is taught ONLINE via Canvas.			08/25/2025 - 10/18/2025	08/25/2025-10/18/2025 Lect/Disc - 100% Online Days to be Announced, Times to be Announced, Room to be Announced	3
86472	ECON-291-86472	Hybrid	VLC / UCEN-205, UCEN-205;	HYBRID This class will feature both ONLINE and In-Person instruction. The LAB portion of this class will meet ON CAMPUS as scheduled. Instructor's orientation letter found at https://www.canyons.edu/Orientationletter . In-person meetings for this class section depend on LA County Dept. of Health permission. If restrictions do not allow in-person class, this class section may be delivered OnlineLIVE via Zoom during required scheduled times. You will log onto Zoom through Canvas. Students will be notified via email if changes are required.	M, W,	11:00AM - 12:45PM, 11:00AM - 12:20PM,	08/25/2025 - 12/13/2025	08/25/2025-12/13/2025 Lect/Disc - Hybrid Monday 11:00AM - 12:45PM, DVH University Center, Room 205 (more)...	3

Message to Chair

I prefer to teach In-Person classes, but if those are not available, I will teach any other type of class

- i. **Example 3:** If you will take any class on certain days of the week (i.e. M, W), but if those are not available, you are willing to teach any class on other days of the week (i.e. Tu, Th), then enter the first set of classes with a Priority of 1 and then next set of classes with a Priority of 2 and enter a comment.

Adjunct Faculty: Sawyer, Lisa (0530524)				Discipline: Economics		Course Type: All		Term: 2025FA		
Section Number	Course Name	Course Type	Campus & Room	Meeting Information	Day	Time	Start / End Dates	Class Information		Priority
86132	ECON-170-86132	OnlineLIVE	OLCLV / ONLN-LIVE;	OnlineLIVE will be conducted via Zoom during required scheduled times. You will log onto Zoom through Canvas. This class may require camera/video to be turned on during scheduled class time. Instructor's orientation letter found at https://www.canyons.edu/Orientationletter .	M, W,	12:30PM - 1:50PM;	08/25/2025 - 12/13/2025	08/25/2025-12/13/2025 Lect/Disc - OnlineLIVE Monday, Wednesday 12:30PM - 01:50PM, OnlineLIVE, Room LIVE		1
86133	ECON-170-86133	In-Person	VLC /	In-person meetings for this class section depend on LA County Dept. of Health permission. If restrictions do not allow in-person class, this class section may be delivered OnlineLIVE via Zoom during required scheduled times. You will log onto Zoom through Canvas. Students will be notified via email if changes are required.	Tu, Th,	12:30PM - 1:50PM;	08/25/2025 - 12/13/2025	08/26/2025-12/11/2025 Lecture And/Or Discussion Tuesday, Thursday 12:30PM - 01:50PM, Room to be Announced		2
86134	ECON-170-86134	Online	OLC /	ONLINE CLASS. This class is taught ONLINE via Canvas. Instructor's orientation letter found at https://www.canyons.edu/Orientationletter .			08/25/2025 - 12/13/2025	08/25/2025-12/13/2025 Lect/Disc - 100% Online Days to be Announced, Times to be Announced, Room to be Announced		
86320	ECON-170-86320	Online	OLC /	ONLINE CLASS. This class is taught ONLINE via Canvas. Instructor's orientation letter found at https://www.canyons.edu/Orientationletter .			10/20/2025 - 12/13/2025	10/20/2025-12/13/2025 Lect/Disc - 100% Online Days to be Announced, Times to be Announced, Room to be Announced		
86390	ECON-170-86390	In-Person	VLC /	In-person meetings for this class section depend on LA County Dept. of Health permission. If restrictions do not allow in-person class, this class section may be delivered OnlineLIVE via Zoom during required scheduled times. You will log onto Zoom through Canvas. Students will be notified via email if changes are required.	M, W,	9:30AM - 10:50AM;	08/25/2025 - 12/13/2025	08/25/2025-12/13/2025 Lecture And/Or Discussion Monday, Wednesday 09:30AM - 10:50AM, Room to be Announced		1
86458	ECON-170-86458	Online	OLC /	ONLINE CLASS. This class is taught ONLINE via Canvas. Instructor's orientation letter found at https://www.canyons.edu/Orientationletter .			08/25/2025 - 10/18/2025	08/25/2025-10/18/2025 Lect/Disc - 100% Online Days to be Announced, Times to be Announced, Room to be Announced		
86467	ECON-170H-86467	In-Person	VLC /	HONORS CLASS. Enrollment in the course is limited to students who have been accepted into the COC Honors Program https://www.canyons.edu/academics/honors . In-person meetings for this class section depend on LA County Dept. of Health permission. If restrictions do not allow in-	Tu, Th,	9:30AM - 10:50AM;	08/25/2025 - 12/13/2025	08/26/2025-12/11/2025 Lecture And/Or Discussion Tuesday, Thursday 09:30AM - 10:50AM, Room to be Announced		2
86472	ECON-291-86472	Hybrid	VLC / UCEN-205, UCEN-205,	HYBRID. This class will feature both ONLINE and In-Person instruction. The LAB portion of this class will meet ON CAMPUS as scheduled. Instructor's orientation letter found at https://www.canyons.edu/Orientationletter . In-person meetings for this class section depend on LA County Dept. of Health permission. If restrictions do not allow in-person class, this class section may be delivered OnlineLIVE via Zoom during required scheduled times. You will log onto Zoom through Canvas. Students will be notified via email if changes are required.	M, W,	11:00AM - 12:45PM, 11:00AM - 12:20PM;	08/25/2025 - 12/13/2025	08/25/2025-12/13/2025 Lect/Disc - Hybrid Monday 11:00AM - 12:45PM, DVH University Center, Room 205 (more)...		1

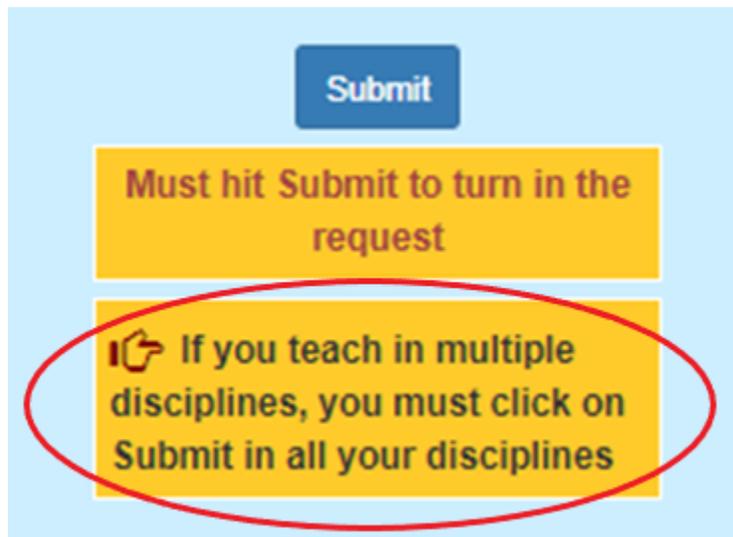
Message to Chair

I will teach any M,W class, but if those are not available, I will teach any Tu,Th class

4. After entering any comments, you have a few options:

- a. **Save** – this will allow you to save your preferences and go back to it at a later time.
- b. **Reset** – this will clear any comments as well as your list of priorities not previously saved and return you to the Adjunct Faculty Main screen.
- c. **Submit** – your request will be submitted to the Chair.

Note: If you have multiple disciplines, you need to submit in all disciplines.



5. If you click **Submit**, a pop-up box will appear. Click **OK** to submit. Your request will be submitted and an email will be sent to the Chair which will include a list of classes and your priorities. You will be cc'd on the email and you will be unable to make changes to your priorities.

