

COURSE SCHEDULING INFORMATION

Spreading classes fairly evenly over the entire schedule accomplishes several purposes:

- reduces the course time conflicts for students
- allows faculty to have enough flexibility to teach over the class capacity as alternate rooms are likely to be available
- facilitates a better match of room with the professor's instructional needs

In order to accomplish this, departments **must adhere** to the following guidelines:

Number of Courses	Most Popular Periods 6,7,9,12,13 <u>Maximum Sections</u>	Least Popular Periods 1,8,10,11,5 (MWF) <u>Minimum Sections</u>	Mid Day Periods 2,3,4,5 (TTH),14
8 or less	32% or 3	20% or 1 or 2	Aim for 10%
9-12	32% or 4	20% or 2 to 3	In each
13-16	32% or 5	20% or 3	of the above
16-20	32% or 6	20% or 3 or 4	time
21-25	32% or 8	20% or 4 or 5	periods

FOR THE FIRST SEMESTER, TUTORIALS ARE COUNTED AS BEING OFFERED IN THE LEAST POPULAR PERIODS

No first semester course or laboratory that is mainly for first-year students should be scheduled at 8:00-9:50TTH, 8:00-8:50TTH, or 9:00-9:50TTH because the basic meeting time reserved for all Tutorials will be these periods. There are likely to be no seminar classrooms available during these time slots for non-tutorial classes during the first semester.

APPROVED CLASS TIME PERIODS:

Class periods for 2011-12 are shown below. They remain the same as prior years with the exceptions noted in yellow.
No class should be scheduled past 4:05 p.m.

There are 14 approved class periods that can be used in various ways to total a certain number of minutes per week of class time.. Keep in mind that departments must adhere to guidelines shown above requiring each department to offer a specified number of courses in least popular class meeting times (**red bold**), and a limited number of courses in the most popular meeting times (**bold italic blue**).

<u>Class Length</u>	<u>Period</u>	<u>Meeting Time</u>	<u>Class Length</u>	<u>Period</u>	<u>Meeting Time</u>
50 minutes two days per week 110 minutes	1	8:00-8:50 (TTH)	110 minutes two days per week 220 minutes	8	8:00-9:50 (TTH)**
	2	9:00-9:50 (TTH)		11	8:00-9:50 (MW, WF, MWF)**
	3	10:00-10:50 (TTH)		9	2:15-4:05 (MW, WF)
	5	1:15-2:05 (TTH)		12	2:15-4:05 (TTH)
	6	2:15-3:05 (TTH)	50 minutes four days per week 200 minutes	1	8:00-8:50 (MTWF or MWTHF)
	7	3:15-4:05 (TTH)		2	9:00-9:50 (MTWF or MWTHF)
	110 minutes one day per week 110 minutes	14		10:00-11:50 (T)	3
9		2:15-4:05 (M,W)		4	11:00-11:50 (MTWF)
12		2:15-4:05 (T,TH,F)		5	1:15-2:05 (MTTHF or TWTHF)
50 minutes three days per week 150 minutes	1	8:00-8:50 (MWF)	6	2:15-3:05 (MTTHF or TWTHF)	
	2	9:00-9:50 (MWF)	7	3:15-4:05 (MTTHF or TWTHF)	
	3	10:00-10:50 (MWF)	50 minutes five days per week 250 minutes	1	8:00-8:50 (M-F)
	4	11:00-11:50 (MWF)		2	9:00-9:50 (M-F)
	5	1:15-2:05 (MWF)		3	10:00-10:50 (M-F)
	6	2:15-3:05 (MWF)		5	1:15-2:05 (M-F)
	7	3:15-4:05 (MWF)		6	2:15-3:05 (M-F)
80 minutes two Days per week 160 minutes	11	8:30-9:50 (MW, WF)*	7	3:15-4:05 (M-F)	
	8	8:30-9:50 (TTH)**	Laboratories and Studios 170 minutes	13	8:00-10:50 (T and/or TH)
	5	12:45 – 2:05 (TTH)		10	1:15-4:05 (M,T,W,TH,F)
	14	T 10-11:50, TH 10-10:50			

** Can start at 8:30 am for a different number of minutes per week

APPROVED CLASS TIMES					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 AM		← 8-9:50		← 8-9:50	
8:15 AM		← 8:30-9:50		← 8:30-9:50	
8:30 AM	1	1	1	1	1
8:45 AM	8	11	8	11	8
9:00 AM					
9:15 AM	MW		MW		MW
9:30 AM	2 MWF	2 TTH	2 MWF	2 TTH	2 MWF
9:45 AM					
10:00 AM					
10:15 AM					
10:30 AM	3	3	3	3	3
10:45 AM			14		14
11:00 AM					
11:15 AM					
11:30 AM	4	4	4		4
11:45 AM					
12:00 PM					
12:15 PM					
12:30 PM					
12:45 PM					
1:00 PM					
1:15 PM					
1:30 PM					
1:45 PM	5	5	5	5	5
2:00 PM					
2:15 PM					
2:30 PM					
2:45 PM	6	6	6	6	6
3:00 PM					
3:15 PM	9	12	9	12	9
3:30 PM	M-W	T-TH	M-W	T-TH	M-W
3:45 PM	7 W-F	7	7 W-F	7	7 W-F
4:00 PM					

X indicates approved time

Min Week	Days/ Wk	Class Period	M	T	W	TH	F
110	2	1-7		X		X	
110	1	9	X		X		X
110	1	12		X		X	
110	1	14		X			
150	3	1-7	X		X		X
160	2	5		X		X	
<i>Time 5 with a 12:45 Start</i>							
160	2	8	X		X		X
160	2	11		X		X	
160	2	14		X		X	
<i>Time 8 or 11 with an 8:30 Start</i>							
170	1 or 2	10	X	X	X	X	X
170	1 or 2	13		X		X	
<i>170 min periods are for Labs or Studios</i>							
200	4	1-4	X	X	X		X
200	4	1-3	X		X	X	X
200	4	5-7	X	X		X	X
200	4	5-7		X	X	X	X
<i>Note Convo on Thursday 11 am</i>							
220	2	8	X		X		X
220	2	9	X		X		X
220	2	11		X		X	
220	2	12		X		X	
250	5	1-3,5-7	X	X	X	X	X

1	8:00-8:50 am	9	2:15-4:05 pm, MW,WF
2	9:00-9:50 am	10	1:15 - 4:05 pm
3	10:00-10:50 am	11*	8:00 - 9:50 am, TTH
4	11:00-11:50 am	12	2:15 - 4:05 pm, TTH
5	1:15-2:05 pm	13	8:00-10:50 am, TTH
6	2:15-3:05 pm	14	10-11:50T, 10-10:50 TH
7	3:15-4:05 pm		* These times may start at 8:30 instead of 8:00
8*	8:00-9:50 MW,MWF		