

General Scheduling Guidelines

1. Classes must use the standard class periods, based on whether they offer 3 or 4 credit hour courses in their curriculum. Departments with both should also adhere to the class periods listed. We simply cannot have departments creating their own class periods.
2. Single section courses should not meet during the MWF Humanities class period - MWF 11:00 – 12:15.
3. Departments may use no more than ½ of their allocated classrooms during the Humanities hours. Departments with large lecture or specialized space should first use that space during the Humanities class periods. (as example, KAR 038, RRO 125, etc.)
4. No classes should be scheduled during the TR common time: 11:50am – 1:05pm.
5. Course offering need to be spread out across the day and week.
 - a. At least 10% of a department's classes should start at 8:00 am on MWF or at 8:00 am on TR,
 - b. At least 40% of a department's MWF classes should meet all three days,
 - c. A maximum of 25% of a department's classes can meet during the MWF 11am time slot, and
 - d. At least 15% of a department's classes should start at or after 3:30pm on MWF or at or after 3:15pm on TR.
6. When a faculty member in your department is teaching out of the department, such as WGSS, HUM, ARTS, etc., the faculty member should be scheduled into departmental space.
7. Upper-level courses that need to meet for a long, single class period should be offered in the afternoon.
8. Labs and/or studios should fit within the 8:00-10:50am or 2:00-5:00pm blocks. Minimizing the number of class periods that are crossed is important.
9. The schedule should be designed to provide maximum access to a variety of student needs.

General Schedule Timeline	
Distribution of schedule templates to departments	Mid-January
Departments processing time	Mid-Jan to Mid-Feb
Department submission of LAC offerings (ARTS 310, HUM, LA)	Early February
Deadline for schedules from departments	Mid-February
Registrar processing time	Mid-Feb to Mid-March
Target date to publish the schedule online	Mid-March
Advising begins	Late-March
Early Registration for the future summer/fall semester begins	Early April
Early Registration for the future spring semester begins	Early November