

Scheduling Guidelines Fall 2016

- Classes must use the class periods listed below, 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.
- Single section courses should not meet during the MWF Humanities class period - MWF 11:00 – 12:15.
- 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.)
- No classes should be scheduled during the TR common time: 11:50am – 1:05pm.
- Course offering need to be spread out across the day and week.
 - At least 10% of a department's classes should start by 8:40 am on MWF or at 8:00 am on TR,
 - At least 40% of a department's MWF classes should meet all three days, and
 - At least 15% of a department's classes should start at 3:15 pm or later.
- Upper-level courses that need to meet for a long, single class period should be offered in the afternoon.
- 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.
- The schedule should be designed to provide maximum access to a variety of student needs.

For Departments with primarily 3 credit hour curriculum:

3 Credit Hour Monday-Wednesday-Friday	3 Credit Hour Tuesday & Thursday
8:00 – 8:50am (or 8:00 – 9:15 MW, MF, WF)	8:15 – 9:30am
9:00 – 9:50am (or 9:30 – 10:45 MW, MF, WF)	9:55 – 11:10am
10:00 – 10:50am	
11:00 – 12:15pm*	<i>Common Hour</i>
12:30 – 1:20pm (or 12:30 – 1:45pm MW, MF, WF)	1:20 – 2:35pm
2:00 – 2:50pm (or 2:00 – 3:15pm MW, MF, WF)	3:15 – 4:30pm
3:30 – 4:20pm (or 3:30 – 4:45pm MW, MF, WF)	5:10 – 6:25pm
5:00 – 6:15pm MW	7:00 – 8:15pm
7:00 – 8:15pm MW	7:00-9:30pm (T or R)
7:00 – 9:30 M or W	
* No Single Section courses AND only 1/2 of your allocated rooms may be used	

For Departments with primarily 4 credit hour curriculum:

4 Credit Hour Monday-Wednesday-Friday	4 Credit Hour Tuesday & Thursday
8:00 - 9:15am	8:00 – 9:40am
9:30 – 10:45am	9:55 – 11:35am **
11:00 - 12:15pm*	<i>Common Hour</i>
12:30 – 1:45pm	1:20 – 3:00pm
2:00 – 3:15pm	3:15 – 4:30pm
	5:10 – 6:50pm
	7:00 – 8:40pm
3:30 – 4:45pm MWF or 3:30 – 5:10pm MW	
5:00 – 6:40pm MW	
7:00 – 8:40pm MW	
* No Single Section courses AND no more than 1/2 of your allocated rooms may be used	
** only 1 class for most departments	