

## Class Scheduling Guidelines

*In order to maximize utilization of available space, these guidelines apply to ALL departments/schools.*

The schedule blocks are:

<u>MWF</u>	<u>TR</u>
8:00- 8:50	8:00- 9:15
9:00- 9:50*	9:35-10:50*
10:00-10:50*	11:00-12:15*
11:00-11:50*	12:35- 1:50*
12:00-12:50*	2:00 3:15*
1:00- 1:50*	3:35 4:50
2:00- 2:50	5:00 6:15
3:00- 3:50	6:30 7:45
2:00- 3:15 (MW)	
3:35-4:50 (MW)	
5:00- 6:15 (MW)	
6:30- 7:45 (MW)	

MW 9:35-10:50; MF 9:35-10:50; WF 9:35-10:50\*\*

MW 11:00-12:15; MF 11:00-12:15; WF 11:00-12:15\*\*

MW 12:35-1:50; MF 12:35-1:50; WF 12:35-1:50\*\*

\*\*Classes must be scheduled across all day combinations for each time block to use space efficiently.

EVENING COURSES MAY BE SCHEDULED 5:30-8:20, OR LATER ON M, T, W OR R.  
FRIDAY and SATURDAY ONLY CLASSES ARE PERMITTED AT ANY TIME

1. All courses should be distributed as evenly as possible across these times blocks. No department or school should have more than 8% of their courses requiring classrooms assigned by the Office of the University Registrar (110 space) in any given time block.
2. No department or school shall be allowed to have more than 70% of courses at the peak times (indicated by \*).
3. Departments and schools should try to keep irregularly scheduled courses to a minimum and use conference rooms or space controlled by the unit for these classes when possible.

*These schedule blocks are intended to apply to all 3 and 4 credit hour lecture classes. Individual arrangements will have to be made for studio, laboratory and similar classes, which do not fit these time blocks. Graduate or other classes that meet for 3 or more hours once per week in the evening should be balanced across the days of the week (Monday-Thursday).*

*Revised November 2015*