

## Standard Meeting Patterns

In order to minimize class conflicts for students and maximize classroom utilization, develop a more attractive evening program, make the campus more accessible to the community, and increase dual enrollment classes must use standard times, listed below, unless approved by the Provost's Office.

Additionally, when possible, it is recommended that afternoon laboratory sessions begin after 1:00 p.m. on MWF and 12:30 p.m. on TR to allow for extracurricular activities

MWF	8:00-8:50
MWF	9:00-9:50
MWF	10:00-10:50
MWF	11:00-11:50
MWF	12:00-12:50
MWF	1:00-1:50
MWF	2:00-2:50
MWF	3:00-3:50
TR	8:00-9:15
TR	9:30-10:45
TR	11:00-12:15
TR	12:30-1:45
TR	2:00-3:15
TR	3:30-4:45
M/T/W/R	4:00-6:30
M/T/W/R	6:00-8:30
M/T/W/R	7:00-9:30

## Non-Standard Meeting Patterns

- Departments must have approval of the Provost's Office in order to schedule a class at a non-standard time.
- Any variation on the evening schedule requires approval of the Provost's Office and will be based on classroom availability
- Specialized programs may require alternate meeting patterns to be approved by the Provost's Office.
- A class scheduled one day per week must be paired with another class of similar size on the opposite day of the week, unless it's after 4:00 P.M. This allows full utilization of the classrooms.
- Classes will be allowed to meet four or five days per week if pedagogically necessary.

- Five credit hour courses require 250 minutes of instructional time per week with an additional 10-15 minute break built-in if they meet for 2.5 hours or more. Five credit hour courses must use the standard start times and may not cross more than two 75-minute standard class times.
- Five credit hour courses meeting two or three evenings per week must begin on or after 5:30 p.m. and five credit hours courses meeting one day per week must begin on or after 2:00 p.m.

## Level Scheduling Guidelines

### Primetime Scheduling

- “Primetime” is defined as Monday through Thursday from 10:00am to 2:00 pm.
- No more than 50% of each department’s sections can be scheduled during Primetime.
- If the department schedules 10 or fewer sections for the semester, they must have no more than 65% of their sections during Primetime.

### Balanced Scheduling

- At least 50% of each department’s sections at the 1000 or 2000 level must be scheduled on a MWF meeting pattern.
- For cross-listed or combined sections, the department “owning” the course (i.e. the department in which the Primary instructor belongs) counts it toward their percentages.
- “ARR” meeting patterns are only allowed on courses that are independent in nature, and have no need for a general purpose classroom.

## Classroom Assignments

1. Classrooms are rolled from semester to semester. If a change to classroom is needed, it will need to be provided on the Schedule of Classes draft sent to departments.
2. Make classroom assignment changes from FIRST Schedule of Classes draft based on:
  - Consideration of any special equipment or room requests from the first proof sent back by departments
  - Capacities
  - Past enrollment
  - Proximity to department offices
  - First come; first serve
3. Classroom assignments from second draft and any additional ECs and CCs will be scheduled based upon first come, first serve.
4. Rules regarding classroom assignment:
  - Only lectures, recitations, and labs get room assignments. Independent study courses are not assigned rooms or meeting times based on the nature of the course – independent vs. group.

- Only approved courses get classrooms. Those that aren't approved at the time the proof is due to the Registrar's Office – whether they are written on the proof or not, don't get a room assignment. The lack of classroom space at certain meeting times keeps us from "holding" classrooms. It isn't fair to a department with an approved class to have to change a meeting pattern to get a room assignment because a classroom is being "held" for a course that might not be approved in time.
- Try to get instructors that teach classes back to back in the same building – if possible.
- Departments should not schedule more than 60% of their courses on a specific class meeting day (MWF or TR).