

Course Scheduling

Purpose: To define the procedures to regarding the scheduling of academic classrooms.

Governance: Academic Administration

History: Reviewed 9/26/2013

Policy: The staff of the Records Office has exclusive responsibility for assigning academic classrooms for credit bearing courses.

As a generality, there are two categories of classroom space, general classrooms and laboratories. General classrooms are suitable for all lecture courses whereas laboratories are those containing equipment and other materials that require special supervision of the department to ensure student safety and equipment security. All academic space classified as general classroom is scheduled exclusively by the Registrar. Academic space classified as laboratory is scheduled by the Registrar in consultation with the Department Head who oversees the laboratory.

The Provost has final authority to determine whether academic space should be classified as classroom or laboratory. The Provost may also require that course schedules be modified to optimize use of academic space and accommodate student demand.

The General Procedure for Scheduling Classes is as Follows:

1. Each semester, the Records Office will send to department heads prospective course schedules for a subsequent semester or semesters. The schedule will reflect the previous year's schedule and includes listing of courses, course section, time and day of course delivery, instructor of record, and enrollment for the course and room assignment.
2. Each academic department will return to the Records Office an edited list of prospective courses and preferred time and room assignments, if any. The Records Office maintains information regarding features of each classroom, (e.g., seating capacity and type, multimedia equipment, and other distinguishing features).
3. Building the schedule for the next semester proceeds as follows:
 - a. Records office staff enters class information as given by the departments.

- b. After all information is entered, Records staff finds alternative sites for classes to resolve time and/or location conflicts. When possible, staff try to resolve conflicts in room requests by moving class to another room in the same building (staff attempt to be fair about moving classes and honoring room requests – and considers class size, technology requirements, etc.). NOTE: When schedule edits are turned into the Records Office, all classroom space is available for scheduling without departmental approval. Records staff will not move departmental courses out of those rooms but will schedule other departments in open time slots.
- c. Records Office returns revised schedule to department heads and gives them 5-7 days to review the class schedule before schedule is posted on the website. During this review, departments can view room assignments for their classes to see if the room requests were granted and/or if changes need to be made. Once posted on the “web”, the schedule is “final”

4. Revising a final schedule

- a. Department heads and department administrative assistants may request room changes before registration begins and during the semester to accommodate unforeseen enrollments or unique circumstances, (e.g., student schedule conflicts, ADA compliance for a student, and other matters).
- b. As a general rule, Records Office staff only move classes (once the schedule is finalized) by department request. In specific cases (i.e., disabilities issues, fire marshal request, capacity issues), a class maybe moved without departmental request. Departments are then notified of the change.
- c. Departments need to submit changes by email only. Request of changes need to come from the department head or administrative assistant only.
- d. After schedule is finalized, departments are notified by email if a change is required.
- e. Records office will utilize all classroom space once schedule edits are turned in, regardless of departmental “ownership.”

Scheduling of Courses:

Departments are encouraged to distribute their course offerings through the normal class hours and throughout the week. Departments that limit their course offerings to limited times or days may be asked to revise their schedule to afford greater accommodation to student enrollment.

All lecture courses will be offered at one of the following common times. Deviation from this list of common times must be approved by the Provost.

Fall and Spring Course Times:

MWF Morning

7:00 - 7:50
8:00 - 8:50
9:00 - 9:50
10:00 - 10:50
11:00 - 11:50

Afternoon

12:00 - 12:50
1:00 - 1:50
2:00 - 2:50
3:00 - 3:50
4:00 - 4:50

Saturday Morning Afternoon

9:00 - 11:30
11:45 - 2:15
2:30 - 5:00

Sunday Afternoon

1:00 - 3:30
3:45 - 6:15

M, TU, W, R, F Afternoon/Evening

2:00 - 4:30 5:30 - 8:00
2:30 - 5:00 7:45 - 10:15
5:00 - 7:30 8:15 - 10:45

TR Morning & Afternoon

8:00 - 9:15 12:15 - 1:30
9:25 - 10:40 1:40 - 2:55
10:50 - 12:05 3:05 - 4:20

MW or WF Afternoon

2:00 - 3:15
3:25 - 4:40

MW or TR Evening

5:00-6:15
5:30-6:45
6:30-7:45
7:00-8:15
8:00-9:15
8:30-9:45

Laboratory and studio courses may be offered for multiple hours on one or more days, but will start and end at common times as listed for day courses.

Summer Course Times:

| 6 WEEK TERMS | | | | |
|---------------------|--------------------------|--------------------------|--------------------------|---------------------------------|
| 3-hour Class | Meets 2x Per Week | Meets 2x Per Week | Meets 5x Per Week | Meets 1x Per Week |
| | MW 8 - 11:10 | TR 8 - 11:10 | MTWRF 8:00 - 9:15 | M 8:00 - 11:30 and 12:00 - 2:45 |
| | MW 11:20 - 2:30 | TR 11:20 - 2:30 | MTWRF 9:25 - 10:40 | T 8:00 - 11:30 and 12:00 - 2:45 |
| | MW 5:30 - 8:40 | TR 5:30 - 8:40 | MTWRF 10:50 - 12:05 | W 8:00 - 11:30 and 12:00 - 2:45 |
| | | | MTWRF 12:15 - 1:30 | R 8:00 - 11:30 and 12:00 - 2:45 |
| | | | MTWRF 1:40 - 2:55 | F 8:00 - 11:30 and 12:00 - 2:45 |
| | | | MTWRF 3:05 - 4:20 | |
| | | | MTWRF 4:30 - 5:45 | |
| | | | MTWRF 6:00 - 7:15 | |
| | | | | |
| 4-hour Class | Meets 2x Per Week | Meets 2x Per Week | Meets 4x Per Week | Meets 5x Per Week |
| | MW 8:00 - 12:10 | TR 8:00 - 12:10 | MTWR 8:00 - 10:05 | MTWRF 8:00 - 9:40 |
| | MW 12:20 - 4:30 | TR 12:20 - 4:30 | MTWR 10:15 - 12:20 | MTWRF 9:50 - 11:30 |
| | MW 4:40 - 8:50 | TR 4:40 - 8:50 | MTWR 12:30 - 2:35 | MTWRF 11:40 - 1:20 |
| | | | MTWR 2:45 - 4:50 | MTWRF 1:30 - 3:10 |
| | | | MTWR 5:00 - 7:05 | MTWRF 3:20 - 5:00 |
| | | | | |
| 12 WEEK TERM | | | | |
| 3-hour Class | Meets 1x Per Week | Meets 2x Per Week | Meets 2x Per Week | Meets 3x Per Week |
| | M 5:30 - 8:40 | MW 8:00 - 9:35 | TR 8:00 - 9:35 | MWF 8:00 - 9:05 |
| | T 5:30 - 8:40 | MW 9:45 - 11:20 | TR 9:45 - 11:20 | MWF 9:15 - 10:20 |
| | W 5:30 - 8:40 | MW 11:30 - 1:05 | TR 11:30 - 1:05 | MWF 10:30 - 11:35 |
| | R 5:30 - 8:40 | MW 1:15 - 2:50 | TR 1:15 - 2:50 | MWF 11:45 - 12:50 |
| | | MW 3:00 - 4:35 | TR 3:00 - 4:35 | MWF 1:00 - 2:05 |
| | | MW 4:45 - 6:20 | TR 4:45 - 6:20 | MWF 2:15 - 3:20 |
| | | | | MWF 3:30 - 4:35 |
| | | | | |
| 4-hour Class | Meets 1x Per Week | Meets 2x Per Week | Meets 2x Per Week | Meets 4x Per Week |
| | M 4:30 - 8:40 | MW 8:00 - 10:05 | TR 8:00 - 10:05 | MTWR 8:00 - 9:05 |
| | T 4:30 - 8:40 | MW 10:15 - 12:20 | TR 10:15 - 12:20 | MTWR 9:15 - 10:20 |
| | W 4:30 - 8:40 | MW 12:30 - 2:35 | TR 12:30 - 2:35 | MTWR 10:30 - 11:35 |
| | R 4:30 - 8:40 | MW 2:45 - 4:50 | TR 2:45 - 4:50 | MTWR 11:45 - 12:50 |
| | | MW 5:00 - 7:05 | TR 5:00 - 7:05 | MTWR 1:00 - 2:05 |
| | | | | MTWR 2:15 - 3:20 |
| | | | | MTWR 3:30 - 4:35 |
| 1/26/2011 | | | | MTWR 4:40 - 5:45 |

Laboratory and studio courses may be offered for multiple hours on one or more days, but will start and end at common times as listed for day courses.

Scheduling of Academic Space for Non-Course Purposes:

All scheduling of academic space for alternative purposes, (e.g., departmental meetings, presentations, guest lectures and similar events) shall be made through the Continuing Education Office.