Classrooms scheduled by the Registrar’s Office follow a standard schedule to allow maximum enrollment and ease of scheduling for students and faculty. Courses with alternative or deviated schedules are scheduled last even if the room was assigned in previous years.

**STANDARD SCHEDULE FOR COURSES:**

**MONDAY, WEDNESDAY, FRIDAY (MWF), DAILY, or FOUR DAYS A WEEK:**
- o 8:00-8:50  11:00-11:50  2:00-2:50
- o 9:00-9:50  12:00-12:50  3:00-3:50
- o 10:00-10:50  1:00-1:50  4:00-4:50

**TUESDAY, THURSDAY (TR):**
- o 8:00-9:20  11:00-12:20  2:00-3:20
- o 9:30-10:50  12:30-1:50  3:30-4:50

**“EVENING” Classes:**
- o It is recommended that evening classes (classes starting at 4:00 p.m. or later) begin on the hour.

**COMPLIANCE TO GUIDELINES:**

1) Course offerings should be spread throughout the day and week including some evening hours. Undergraduate courses taught in general classrooms must be scheduled evenly throughout the week so that there is a difference of no more than two classes between any two blocks. **FOR EXAMPLE**, before three classes can be scheduled in any time block, every other time block between 8:00 and 5:00 on Monday, Wednesday, Friday (MWF) and Tuesday, Thursday (TR) must be scheduled at least once.

2) **3 credit classes as well as four or five credit classes which have three one-hour lectures or sections meetings** must meet:
   - o (A) at least three days per week for fifty minutes on Monday, Wednesday, and Friday OR
   - o (C) for seventy-five minutes on Tuesday and Thursday OR
   - o (D) in the evening (start time after 4:00 p.m.).

3) **Five credit classes** must meet at least five days per week for fifty minutes each day, Monday through Friday, OR must meet after 3:00 p.m.

4) **Four credit classes** must meet at least four days per week for fifty minutes each day, Monday through Friday, OR meet after 3:00 p.m.

5) **Two credit classes and two hour discussion or section meetings** must meet on Tuesday and Thursday for at least fifty minutes each day beginning at 8:00, 10:00, 11:00, and 1:00 OR
   - must meet after 3:00 p.m.

6) **One credit classes and one hour discussion or section meetings** must meet a least fifty minutes on a Tuesday or Thursday beginning at 8:00, 10:00, 11:00, 1:00 OR
   - after 3:00 p.m. OR
   - on a Monday, Wednesday or Friday after 3:00 p.m.

7) It is recommended that **two hour meetings of studio/lab courses** be scheduled Monday, Wednesday, Friday and **three hour meetings of studio/lab courses** be scheduled Tuesday, Thursday. **Daytime beginning times** must be 8:00, 10:00, 12:00, 2:00, OR
   - *4:00 on Monday, Wednesday, Friday and 8:00, 11:00, or 12:00 on Tuesday, Thursday.*

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