



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 FULL TERM COURSES:

MONDAY, WEDNESDAY, FRIDAY (MWF), DAILY, or FOUR DAYS A WEEK:

- 8:00-8:50 11:00-11:50 2:00-2:50
- 9:00-9:50 12:00-12:50 3:00-3:50
- 10:00-10:50 1:00-1:50 4:00-4:50

TUESDAY, THURSDAY (TR):

- 8:00-9:20 11:00-12:20 2:00-3:20
- 9:30-10:50 12:30-1:50 3:30-4:50

“EVENING” Classes:

- It is recommended that evening classes start at 4:00 p.m. or later.

STANDARD MEETING HOURS FOR PART OF TERM COURSES:

	Part of Term	Instructional Days	Minimum Meeting Hours	MTWRF	MTWR	MWF	TR
1CR	3 week	15	15	1 hr	1hr 15min	2 hr	2hr 30min
	6 week	30	15	30 min	40 mins	1 hr	1hr 15min
	9 week	45	15	20 min	25 min	30 min	45 min
	12 week	60	15	15 min	20 min	25 min	35 min
3CR	3 week	15	45	3hr	3hr 45min	5hr	7 hr 50 min
	6 week	30	45	1hr 30 min	2 hrs	2hr 30 min	3hr 45 min
	9 week	45	45	1hr	1hr 15min	1hr 40 min	2 hr 30 min
	12 week	60	45	45 min	1 hr	1hr 15 min	1hr 30min
4CR	3 week	15	60	4hr	5 hr	8 hr	10 hr
	6 week	30	60	2hr	2hr 45 min	4 hr	5 hr
	9 week	45	60	1hr 20min	1hr 40min	2 hr	3 hr
	12 week	60	60	1hr	1hr 20 min	1 hr	2hr 20min

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:
 - (A) at least three days per week for fifty minutes on Monday, Wednesday, and Friday OR
 - (C) for seventy-five minutes on Tuesday and Thursday OR
 - (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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