

STANDARD CLASS MEETING TIMES GUIDE

UPDATED 12/15/2008

Rationale for creation of standard class times policy:

- < Currently, there is often a shortage of classroom space during the hours of 9:00AM-2:00PM on MWF, 9:25AM -2:55PM on TR, and 6:15-9:00PM on MTW evenings.
- < This shortage limits class availability for many students and forces erratic classroom assignment patterns for some faculty;
- < The long-term solution to this problem is the addition of more classroom facilities on campus or at off-campus sites;
- < Until these additional sites are acquired or built, the short-term solution to the problem is to plan utilization of existing classroom space with great care;
- < This planning has two components: allocation of classroom **space** and managing **times** classes are offered;
- < The goal of efficient management of class **times** is to minimize occurrences of classroom space remaining vacant;
- < Efficient management of class **times** should follow for flexibility of offerings in order to meet the diverse needs of student populations: traditional, non-traditional, weekend, and others.
- < **Example of alleviation of classroom shortage by class times management:**
Data on classroom availability indicates classrooms unused from 2:15-3:00PM on MW due to the number of classes scheduled from 1:00-2:15 on these days. By making the **standard class time** for regular lecture/seminar classes meeting for 75 minutes on MW afternoons 2:00-3:15PM, additional classes can be scheduled from 2:00-2:50PM on MWF, thus reducing classroom vacancy during this near-peak hour.

STANDARD CLASS TIME GUIDE **(Excluding Classes Meeting in Designated Laboratory Space)**

*Designated rooms only-limited availability

1. Classes meeting 50 minutes on MWF, daytime-16 weeks

7:00-7:50AM
8:00-8:50AM
9:00-9:50AM
10:00-10:50AM
11:00-11:50AM
12:00-12:50PM
1:00-1:50PM
2:00-2:50PM
3:00-3:50PM
4:00-4:50PM

2. Classes meeting 75 minutes on MW or WF, daytime-16 weeks

2:00-3:15PM
3:00-4:15PM (MW only)
3:30-4:45PM
4:45-6:00PM

3. Classes meeting 75 minutes on TR or TRF daytime-16 weeks

7:00-7:50AM (TRF only)
8:00-9:15AM
9:25-10:40AM
10:50AM-12:05PM
12:15-1:30PM
1:40-2:55PM
3:05-4:20PM
4:45-6:00PM

4. Classes meeting 75 minutes, evening-16 weeks*

6:15-7:30PM MW or TR*
7:45-9:00PM MW or TR*

5. Classes meeting 2 hours, 45 minutes, daytime-16 weeks

2:00-4:45PM M, W, or F
3:05-5:50PM T or R

6. Classes meeting 2 hours, 45 minutes, evening-16 weeks

6:15-9:00PM M
6:15-9:00PM T
6:15-9:00PM W
6:15-9:00PM R
6:15-9:00PM F

7. Classes meeting 2 hours, 45 minutes, Saturday only-16 weeks

9:00-11:45AM
12:15-3:00PM

8. Classes meeting daytime-8 weeks*

9:00-11:45AM MW*
12:00-2:45PM MW*
3:00-5:45PM MW*
9:30AM-12:15PM TR*
12:30-3:15PM TR*
3:30-6:15PM TR*

9. Classes meeting evening-8 weeks

6:15-9:00PM MW
6:15-9:00PM TR
6:15-9:00PM MR
6:15-9:00PM TF

10. Classes meeting evening/daytime/weekend combination- 1st or 2nd Sessions

6:15-9:00PM - F & 9:00-11:45AM S
9:00-11:45AM & 12:15-3:00PM S