

**STANDARD CLASS MEETING TIMES GUIDE**  
**UPDATED 7/14/2016**  
**Effective Fall 2017**

**Rationale** for creation of standard class times:

- Shortage of classroom space during the hours of 9:00AM-2:00PM on MWF and 9:25AM – 2:55PM on TR. 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**

7:00-7:50 AM  
 8:00-8:50 AM  
 9:00-9:50 AM  
 10:00-10:50 AM  
 11:00-11:50 AM  
 12:00-12:50 PM  
 1:00-1:50 PM  
 2:00-2:50 PM  
 3:00-3:50 PM  
 4:00-4:50 PM  
 5:00-5:50 PM

**2. Classes meeting 75 minutes on MW or WF,**

**daytime-16 weeks**

2:00-3:15 PM  
 3:20-4:35 PM  
 4:40-5:55 PM

**3. Classes meeting 75 minutes on TR or TRF**

**daytime-16 weeks**

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

**4. Classes meeting 75 minutes,**

**evening-16 weeks\***

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

**5. Classes meeting 2 hours, 45 minutes,**

**daytime-16 weeks**

2:00-4:45 PM            M, W, or F  
 3:20-6:05 PM            T or R  
 4:30-7:15 PM            M, T, W, or R

**6. Classes meeting 2 hours, 45 minutes,**

**evening-16 weeks**

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

**7. Classes meeting 2 hours, 45 minutes,**

**Saturday only-16 weeks**

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

**8. Classes meeting daytime-**

**8 weeks\***

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

**9. Classes meeting evening-**

**8 weeks**

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

**10. Classes meeting evening/daytime/weekend**

**combination- 1<sup>st</sup> or 2<sup>nd</sup> Sessions**

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