

GUIDELINES FOR PREPARATION OF CLASS SCHEDULES FAM 820.1

SCHEDULING OF CLASSES

Department chairs/School directors, college schedule coordinators, and college deans are the individuals who bear primary responsibility for developing class schedules. This task should be performed in consultation with individual faculty members, whose concurrence is sought but not to the exclusion of any of the following guidelines:

1. A sufficient variety of classes must be scheduled, and at appropriate times, to meet students' degree and program requirements. Consultation with other colleges, departments, and program coordinators should occur to the extent necessary to achieve this objective.
2. In order to maximize utilization of university facilities, each department/school whenever possible will schedule its course sections according to the standard meeting times e.g. (See Attachment I, Scheduling Times).

No. of unit classes	Offered days	Time per meeting(minutes)
4	MWF	70, 70, 60
4	MW or TTH	*110
3	MWF	50
3	MW	*85
3	TTH	* 85
2	MW or TTH	50
2	M, T, W or TH	*110

* *Provides for 10 minute break.*

3. Classes should be scheduled to make most effective use of resources.

Example 1: A class should not be scheduled if under similar circumstances the class has been cancelled for low enrollment in previous terms.

Example 2: A class should not be scheduled in an intermediate-size lecture room if its potential for attracting students is very limited

4. After the schedule is submitted to Academic Programs all schedule adjustments should be fully justified.
5. Departments are encouraged to use the non-traditional course scheduling pattern (Earlybird) 0700-0750 on four mornings and weekend time blocks, at their option.
6. The need for slight adjustments in a few instances e.g., physical education activity courses, laboratory and activity courses is recognized. As well, there may be a few specific instances in which individual courses cannot be accommodated within the Standard Times (See Attachment I, Standard Times). In these cases, colleges must secure approval for deviation from the scheduling format from the Associate Vice President of Academic Programs.

Attachment I

STANDARD TIMES

4 Unit Classes M W F <u>(70 minutes)</u>	4 Unit Classes MW/TTh <u>(110 minutes)</u>	4 Unit Classes M, T, W, Th, F <u>(230 minutes)</u>	4 Unit Classes SATURDAY <u>(230 minutes)</u>
MWF 0800-0910 MWF 0920-1030 MWF 1040-1150 MWF 1200-1310 MWF 1320-1430 MWF 1440-1550	MW 1600-1750 MW 1800-1950 MW 2000-2150 TTH 0800-0950 TTH 1000-1150 TTH 1200-1350 TTH 1400-1550 TTH 1600-1750 TTH 1800-1950 TTH 2000-2150	M 0800-1150 T 0800-1150 W 0800-1150 TH 0800-1150 F 0800-1150 M 1800-2150 T 1800-2150 W 1800-2150 TH 1800-2150	S 0800-1150 S 0900-1250
3 Unit Classes MWF <u>(50 minutes)</u>	3 Unit Classes MW/TTH <u>(85 minutes)</u>	3 Unit Classes TTH <u>(85 minutes)</u>	
MWF 0800-0850 MWF 0920-1010 MWF 1040-1130 MWF 1200-1250 MWF 1320-1414 MWF 1440-1530	MW 1600-1725 MW 1800-1925 MW 2000-2125 TTH 0800-0925 TTH 1000-1125 TTH 1200-1325	TTH 1400-1525 TTH 1600-1725 TTH 1800-1925 TTH 2000-2125	

2 Unit Classes MW/TTH (50 minutes)	2 Unit Classes M, T, W, TH (110 minutes)	2 Unit Classes SATURDAY (110 minutes)
MW 1600-1650	M 1600-1725	
MW 1700-1750	M 1800-1950	
MW 1800-1850	M 2000-2150	
MW 1900-1950	T 0800-0950	
MW 2000-2050	T 1000-1150	
MW 2100-2150	T 1200-1350	
TTH 0800-0850	T 1400-1550	
TTH 0900-0950	T 1600-1750	
TTH 1000-1050	T 1800-1950	
TTH 1100-1150	T 2000-2150	S 0900-1050
TTH 1200-1250	W 1600-1750	S 1100-1250
TTH 1300-1350	W 1800-1950	
TTH 1400-1450	W 2000-2150	
TTH 1500-1550	TH 0800-0950	
TTH 1600-1650	TH 1000-1150	
TTH 1700-1750	TH 1200-1350	
TTH 1800-1850	TH 1400-1550	
TTH 1900-1950	TH 1600-1750	
TTH 2000-2050	TH 1800-1950	
TTH 2100-2150	TH 2000-2150	