

Course Scheduling Guidelines for Faculty

(Effective July 1, 2017; rev. November 2017 & October 2018)

Period Name	Days	Meeting Time
1	MWF	8:00 AM — 8:55 AM
2	MWF	9:05 AM — 10:00 AM
3	MWF	10:10 AM — 11:05 AM
4	MWF	11:15 AM — 12:10 PM
5	MWF	12:20 PM — 1:15 PM (COMMON HOUR – NO CLASSES)
6	MWF	1:25 PM — 2:20 PM
7	MWF	2:30 PM — 3:25 PM
12	MW, WF, MWF	8:00 AM — 10:00 AM
34	MW, WF	10:10 AM — 12:10 PM
5	MWF	12:20 PM — 1:15 PM (COMMON HOUR – NO CLASSES)
67	MW, WF	1:25 PM — 3:25 PM
78^	MW, WF	2:30 PM — 3:55 PM
A	T, TH	8:00 AM — 10:00 AM
B	T, TH	10:10 AM — 12:10 PM
C	T, TH	12:20 PM — 2:20 PM
D	T, TH	2:30 PM — 4:30 PM
9M*, 9T	M, T	6:00 PM — 9:40 PM
AB**	T, TH	8:00 AM — 12:10 PM
CD**	T, TH	12:20 PM — 4:30 PM

**Fall term ONLY* – Monday night classes are required to meet on labor day.

***Lab, clinical, practicum and studio art courses may be scheduled in either the AB or CD time periods.*

^*This period can only be used for 3 credit courses meeting MW or WF*

No course can start between 3:25 and 6:00 PM or be scheduled during period 5 (common hour).

One Credit Courses: Full term courses must meet one period per week for 55 minutes over the course of the term. No final exam period is required. These courses may only be scheduled in the standard MWF blocks reserved for 3 credit courses. Half term courses must meet two periods per week for 110 minutes per week over the course of 7 weeks. These courses may be scheduled in any of the MW, WF or TTh blocks reserved for 4 credit courses.

Two Credit Courses: Full term courses must meet either (a) one period per week for 110 minutes over the course of the term or (b) two periods per week for a total of 110 minutes over the course of the term. No final exam period is required. Courses may be scheduled in any of the MW, WF or TTh blocks reserved for 4 credit courses. Half term courses must meet 220 minutes per week over the course of 7 weeks. No final exam period is required. These courses may be scheduled in any of the MW, WF or TTh blocks reserved for four credit courses.

Three Credit Courses: Must meet the full term, meet for the full final exam period and may be scheduled in any of the 1, 2, 3, 4, 6, 7 or 78 blocks, or the A, B, C or D blocks. If scheduling two periods per week, course must meet approximately 80 minutes per period.

Four Credit Courses: Must meet the full term, meet for the full final exam period and be scheduled in any of the MW, WF and TTh or MWF 12 periods. Courses meeting twice a week must meet approximately 110 minutes per period or 75 minutes per period if meeting during the MWF 12 period.

January Term: All courses, regardless of credit, must be scheduled in either (a) block 1: 8 AM-12:30 PM or (b) block 2: 1 PM-4:30 PM. In addition, the following rules apply:

- All 3 and 4 credit courses must meet on Mondays and Fridays.
- 1 credit courses must meet approximately 190 minutes per week either (a) one day per week for 190 minutes per day, for four weeks or (b) two days per week for 95 minutes per day, for four weeks.
- 2 credit courses must meet approximately 380 minutes per week either (a) MWF for 125 minutes per day for four weeks or (b) TTh for 190 minutes per day for four weeks.