

Class Periods

The MWF and TTH standard schedule periods shown below provide 17 regular periods in which to offer courses. Prime time periods are the most popular time blocks of when courses are offered and are shown in bold below. All classes must begin or end at a standard starting/ending time.

MWF	T/TH
7:30 - 8:20	7:30 – 8:50
8:30 - 9:20	9 - 10:20
9:30 - 10:20	10:30–11:50
10:30 - 11:20	12 - 1:20
11:30 - 12:20	1:30 – 2:50
12:30 - 1:20	3 - 4:20
1:30 - 2:20	4:30 – 5:50
2:30 - 3:20	
3:30 - 4:20	
4:30 - 5:20	

In an effort to provide maximum scheduling opportunities for students and to maximize utilization of the classroom and other learning facilities, standard scheduling periods should be used to the fullest extent possible. Graduate courses should also make every effort to follow standard scheduling periods. If they cannot be followed, the department should work with the Office of the University Registrar regarding an appropriate meeting pattern.

Departments may schedule no more than 55% of their **undergraduate lecture, recitation and seminar** sections in prime time; in addition, these classes must be spread as equally as possible over the eight prime time periods. For example, if a department plans to schedule 45 lecture sections, only 25 may be scheduled in the eight prime time periods.

It is recognized that some courses, for pedagogical reasons, do not fit neatly into the standard class periods; however, extensive use of nonstandard scheduling patterns makes it difficult for students to create a viable class schedule, which can impede students' degree progress. It is therefore necessary to minimize the use of non-standard class periods.

Non-standard class periods:

- Non-standard sequence courses (ex. 1.5-hour MW or WF classes) should be scheduled at or after 3:30 pm. This rule applies regardless of the type of classroom used (both general purpose and departmentally controlled classrooms).
- The class start time must align with the beginning of a standard scheduling period.
 - Ex. MW or WF courses should begin on the half hour.
- As often as possible, the class end time should align with the end of a standard class period.
- Classes that meet for longer than two hours should be scheduled after 3 pm to the greatest possible extent. When scheduled during the day, such classes should be offered during non-prime time hours unless it is completely impractical to do so. These classes, however, must begin at regular class times.

Departmentally controlled space:

- Small classes (under 20) should be assigned to departmentally controlled space (ex. conference rooms) whenever possible. The Office of the University Registrar does not assign classroom space to classes with enrollment maxes of 10 or under and will only assign space to lecture courses. Any non-lecture courses (SEM, REC, etc.) or courses with enrollment maxes of 10 or under will need to request space.
- Classrooms, teaching labs, and seminar or other rooms controlled by the department should be used to the maximum extent possible through the prime time hours. General purpose classroom space should be requested only after those rooms have been fully utilized.
- Once departmentally controlled space has been fully maximized by the department, the Office of the University Registrar will utilize departmentally controlled space as necessary to place other classes in need of space.

One hour/one day per week seminar/recitation/intro courses (ex. HSS 1000, Math recitation sections, etc.):

- Must start on half hour.
- Avoid prime time.
- Schedule MWF at same time or TTH at same time so the same room can be utilized for several different sections.
 - HSS 1000-001 M 1:30 – 2:20
 - HSS 1000-002 W 1:30 – 2:20
 - HSS 1000-003 F 1:30 – 2:20

- Above can be scheduled in the same classroom.
- HSS 1000-004 TU 1:30 – 2:20
- HSS 1000-005 TH 1:30 – 2:20
- HSS 1000-006 TU 2:30 – 3:20
- HSS 1000-007 TH 2:30 – 3:20
- HSS 1000-008 TU 3:30 – 4:20
- HSS 1000-009 TH 3:30 – 4:20
 - Above can be scheduled in the same classroom.
 - If TTH sections will be utilized, stack sections as to utilize the TTH time blocks best.

4-hour courses:

- Must start on half hour.
- Start course time on a half hour that also pairs with TTH standard meeting time (7:30 am, 10:30 am, 1:30 pm, 4:30 pm)
- When above is not possible, stack courses so OUR can fill SAME spaces with those courses. The begin time of the stack must be on the half-hour and match a standard TTH meeting time.
 - 7:30 – 8:20 MTWR
 - 8:30 – 9:20 MTWR
 - 9:30 – 10:20 MTWR
 - OR**
 - 10:30 – 11:20 MTWR
 - 11:30 – 12:20 MTWR
 - 12:30 – 1:20 MTWR
- Please be mindful of back to back instructor assignments when using this stack method.

Labs:

- Departments are encouraged to spread laboratory offerings throughout the day.
- Typically held in departmental spaces with the exception of labs that require an OUR controlled computer lab to be scheduled.
- Courses that require an OUR controlled computer lab should be stacked if at all possible.
 - 11:30 - 12:20
 - 12:30 - 1:20
 - 1:30 - 2:20
- Must start on the half hour.

Web-based courses:

- If a course is scheduled for web-based delivery and has a special enrollment code of W2, W3 or W4 and a location is needed, a request must be submitted to the Office of the University Registrar for a location to be assigned.

Other considerations:

- Scheduling instructors with back-to-back course times in the same rooms or rooms in the same building.
 - Instructors should be added to courses before lockout for back-to-back classroom assignment consideration. OUR will try to honor this, but it cannot be counted on nor guaranteed.
- Inflated enrollment counts
 - Do not inflate an enrollment count in order to secure a specific room.
 - Ex. Setting an enrollment count at 148 so a course fits perfectly in a 148-seat room, yet the course's historical enrollment never exceeds 90. Departments not following this guideline will have their classroom spaces scheduled last and are at risk of losing the ability to request specific OUR classroom spaces.
- Monitor the enrollment of courses from like terms and/or previous semesters.
 - If the course hasn't filled to the enrollment max in a few years, lower the enrollment max.
 - If the course has exceeded the enrollment max continuously, adjust to compensate.
 - Monitor course sections needed based on pass/fail rates from previous semester and adjust as necessary.
- Availability of appropriate size classrooms for enrollment max during prime time.
 - For reference: we only have 7 rooms over 265 seat capacity available. If 10 courses over 265 are offered at the same time/days of the week, we are unable to accommodate all courses.
 - Adjusting enrollment maxes of courses could alleviate some pressure. For example, reducing an enrollment max from 55 to 45 could make a large difference in the classroom space available during prime time.
 - Room information:
 - 265 to 386 – 7 rooms
 - 193 to 150 – 8 rooms
 - 148 to 100 – 12 rooms
 - 96 to 90 – 9 rooms
 - 80 to 89 – 7 rooms
 - 72 to 77 – 6 rooms

- 68 to 60 – 17 rooms
- 56 to 50 - 8 rooms
- 49 to 40 – 57 rooms
- 39 to 30 – 26 rooms
- 29 to 25 – 23 rooms