

TO: Department Chairpersons  
FROM: Kristi Westphal, Registrar  
RE: Master Class Schedule

The approved schedule allows for horizontal and vertical scheduling of classes within a specific structure of rules designed to minimize course conflicts. A copy of the schedule grid is attached. The Academic Operations Committee must approve any one-time or permanent exemptions from the rules.

**The rules are as follows:**

- 1. To maximize utilization of the entire class day, departmental offerings should be distributed throughout the day.**
  - a. Departmental schedules that are not balanced across the entire class day will be sent back to the department chair by the Registrar with the support of the Dean's/Provost's Office.**
- 2. It is expected that all courses will meet during all regularly scheduled meeting times.**
  - a. Instructors may occasionally cancel classes due to other obligations (such as attending a professional conference)**
  - b. Instructors may not cancel large blocks of scheduled meeting times without an approved exemption from the AOC.**
- 3. Courses meeting 3x per week must meet in "Z" periods Monday, Wednesday & Friday.**
- 4. Courses meeting 2x per week must meet on Tuesday & Thursday.**
  - a. Courses meeting 2x80 minutes must meet 12Y, 34Y, 45Y, 67Y or 78Y.**
  - b. Courses meeting 2x110 minutes must meet 12X, 34X, 56X, or 78X.**
- 5. Courses meeting 1x per wk (such as labs) may be scheduled any time of the day.**
- 6. Classes displaced by Common Meeting time can be rescheduled for:**
  - a. Block A (MW 2:30 – 3:50)**
  - b. Block B (MW 2:30 – 4:20)**
  - c. Block C (MTWR 2:30 – 3:20) or Block D (MTWR 3:30 – 4:20)**
  - d. Block E (MTW 2:30 – 3:20 or 3:30 – 4:20) or Block F (MWR 2:30 – 3:20 or 3:30 – 4:20)**
- 7. Any proposed courses which do not follow the above rules (and have not been granted an exemption by AOC) will not be scheduled by the Registrar.**

## Daily Schedule

In the schedule below, there are several major features:

- Period Z (Indicated by Blue)                      Classes meeting 3x50 Minutes Per Week (MWF)
- Period Y (Indicated by Pink)                    Classes meeting 2x80 Minutes Per Week (TR)
- Period X (Indicated by Orange) Classes meeting 2x110 Minutes per Week (TR)
- The light green boxes on Tues/Thurs may be used to offer 4x or 5x courses

Mon		Tues			Wed		Thurs			Fri	
IZ 8:00-8:50		1T		12X	IZ		1R		12X	IZ	
2Z 9:9:50		2T	12Y		2Z		2R	12Y		2Z	
Chapel 10:00-10:30											
3Z 10:30-11:20		3T	34Y	34X	3Z		3R		34X	3Z	
4Z 11:30-12:20		4T			4Z		4R			4Z	
5Z 12:30-1:20		5T	45Y	56X	5Z		5R		56X	5Z	
6Z 1:30-2:20		6T	67Y		6Z		6R	67Y		6Z	
Block A 2:30-3:50	Block B 2:30-4:20	7T	78Y	78X	Block A	Block B	7R	78X	Common Meeting Time		
		8T					8R				
Block C 2:30 – 3:20		Block C			Block C		Block C			Common Meeting Time	
Block D 3:30 – 4:20		Block D			Block D		Block D			Common Meeting Time	
Block E 2:30-3:20		Block E			Block E		Block E			Common Meeting Time	
Block F 3:20-4:20		Block F			Block F		Block F			Common Meeting Time	
9Z 4:30-5:20		9T			9Z		9R			9Z	

The Majority of Classes Will Meet in one of the Following Modes:

- 3x50 Minutes (MWF)                      Indicated by Code "Z"    Example: 5Z (MWF 12:30-1:20)
- 3X50 Minutes (MTR or MWR)            Indicated by Block E or Block F
- 4x50 Minutes (MTWF)                    Indicated by Code "ZT"   Example: 5ZT (MTWF 12:30-1:20)
- 4x50 Minutes (MWRF)                    Indicated by Code "ZR"   Example: 5ZR (MWRF 12:30-1:20)
- 4X50 Minutes (MTWR)                    Indicated by Block C or Block D
- 5x50 Minutes (MTWRF)                  Indicated by Code "ZTR"   Example: 5ZTR (MTWRF 12:30-1:20)
- 2x80 Minutes (TR)                        Indicated by Code "Y"    Example: 67Y (TR 1:30-2:50)
- 2x110 Minutes (TR)                       Indicated by Code "X"    Example: 56X (TR 12:30-2:20)

**Classes displaced by the Common Meeting Time can be rescheduled for Block A through Block F.**

**CLASSROOM EQUIPMENT**  
**FULL DATA VIDEO**

<u>Room Number</u>	<u>Room Capacity</u>	<u>Room Number</u>	<u>Room Capacity</u>
BH 101	54	NHS AUD	197
BH 111	40	NHS 105	56
BH 113	20	NHS 121	50
BH 115	20	NHS 201	70
BH 117	20	NHS 222	61
BH 119	30	NHS 305	35
BH 121	20		
BH 201	49	OHS 103	81
BH 211	40	OHS 220	36
BH 213	20		
BH 215	20	OM 04	40
BH 217	30	OM 05	45
BH 219	30	OM 06	40
BH 221	30	OM 205	20
BH 301	49	OM 303	20
BH 311	40		
BH 313	20	VH 201	30
BH 315	20	VH 202	30
BH 317	30	VH 203	30
BH 319	30	VH 204	30
BH 321	30	VH 301	30
		VH 302	30
CON 123	12	VH 303	30
CON 124	16	VH 304	30
CON 125	30		
CON 127	80		
CON 128	54		
CON 222	12		
CON 331	50		
CON 332	30		
CON 333	30		
CON 334	30		
FAA LEC	53		
FAC 219	25		
FAC 323	35		
FAC 327	30		
FAM 214	78		
FAM 308	25		
LUN 207	55		
LUN 208	35		
LUN 209	22		
MAT 102	35		
MAT 104	20		
MAT 130	30		