

Regular Course Scheduling Grid Information

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, and Friday.**
4. **Courses meeting 2x per week must meet on Tuesday and 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
1Z 8:00-8:50		1T		12X	1Z		1R		12X	1Z
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	34Y	34X	3Z
4Z 11:30-12:20		4T	45Y		4Z		4R	45Y		4Z
5Z 12:30-1:20		5T	67Y	56X	5Z		5R	67Y	56X	5Z
6Z 1:30-2:20		6T	78Y		6Z		6R	78Y		6Z
Block A 2:30-3: 50	Block B 2:30-4: 20	7T	78Y	78X	Block A	Block B	7R	78Y	78X	
	8T	78Y					8R	78Y		
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			
Block E 2:30-3:20		Block E			Block E		Block E			
Block F 3:20-4:20		Block F			Block F		Block F			
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.