



UNDERGRADUATE COURSE SCHEDULE GUIDELINES

Below are the schedule guidelines to help Departments and Deans prepare their course offerings. This will allow students to better schedule their time when moving between campuses, allow the university to better utilize our classroom space, and allow room for growth.

DAYS OF THE WEEK:

Monday and Thursday	100 and 200 level classes
Tuesday and Friday	100 and 200 level classes
Wednesday and Friday	Any classes
Monday and Wednesday	300 and 400 level classes
Tuesday and Thursday	300 and 400 level classes

CLASS TIMES:

We have staggered the start times between campuses. The following grids provide class times for 1:15 minute classes. Each number on the grid below represents the combinations above. For example, 1 represents a Monday and Thursday time block from 8:00am to 9:15 am.

Midtown	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:15	1, 3	2, 4	3	1, 4	2
9:30-10:45	5, 8	6, 7	8, 9	5, 7	6, 9
11:00-12:15	10, 13	11, 12	13	10, 12	11
12:30-1:45	14, 18	15, 16	18, 17	14, 16	15, 17
2:00-3:15	19, 22	20, 21	22	19, 21	20
3:30-4:45	23, 25	24, 26	25, 27	23, 26	24, 27
5:30-6:45	28, 29	30, 21	29	28, 31	30
OR					
5:30-8:00	32	33	34	35	

Westside	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:45	1, 3	2, 4	3	1, 4	2
10:00-11:15	5, 8	6, 7	8, 9	5, 7	6, 9
11:30-12:45	10, 13	11, 12	13	10, 12	11
1:00-2:15	14, 18	15, 16	18, 17	14, 16	15, 17
2:30-3:45	19, 22	20, 21	22	19, 21	20
4:00-5:15	23, 25	24, 26	25, 27	23, 26	24, 27
5:30-6:45	28, 29	30, 21	29	28, 31	30
OR					
5:30-8:00	32	33	34	35	

We understand that some classes such as labs, clinicals, and studios will not be able to follow the same exact schedule but whenever possible we ask that they start during the start times listed above.

SPREAD:

When scheduling, Department Chairs and Deans should ensure that:

- 50% of their course offerings are outside the peak hours of 9:30-3:15 on Midtown and 10:00-3:45 on Westside
- Multi-section courses should be spread throughout the schedule and not isolated during specific times
- Courses starting outside the published blocks must be approved by the Registrar or Scheduler

SCHEDULE DUE DATES:

Scheduled approved by the School Deans are due to the Registrar's Office by:

Fall & Intersession Schedules	due by November 1 st
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Spring, Spring Break & Summer Schedules	due by May 1 st
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