

Class periods approved by the faculty for 2003-04 are shown below. All afternoon laboratories will start at 1:15 p.m. and no class should be scheduled past 4:05 p.m.

Please use the following pattern to assign classes. Keep in mind that departments must adhere to guidelines requiring each department to offer a specified number of courses in least popular class meeting times (**bold**), and a limited number of courses in the most popular meeting times (*bold italic*). Meeting time restrictions are included at the end of this document

<u>Type of Class</u>	<u>Appropriate Meet times</u>
Fifty minutes three days per week	8:00-8:50 MWF <i>9:00-9:50 MWF</i> <i>10:00-10:50 MWF</i> <i>11:00-11:50 MWF</i> <i>1:15-2:05 MWF</i> <i>2:15-3:05 MWF</i> 3:15-4:05 MWF
two hours two days per week	8:00-9:50 MW/TTH 10:00-11:50 T and 10:00-10:50 TH 12:45-02:05 TTH 2:15-4:05 MW 2:15-4:05 TTH
two hours one day per week	10:00-11:50 T 2:15-4:05 MW 2:15-4:05 TTH 2:15-04:05 F
one hour four days per week	8:00-8:50 (MTWF or MWTHF) <i>9:00-9:50 (MTWF or MWTHF)</i> <i>10:00-10:50 (MTWF or MWTHF)</i> <i>11:00-11:50(MTWF)</i> <i>1:15-2:05 (MTTHF or TWTHF)</i> <i>2:15-3:05 (MTTHF or TWTHF)</i> 3:15-04:05 (MTTHF or TWTHF)
one hour five days per week	8:00-8:50 (M-F) <i>9:00-9:50</i> <i>10:00-10:50</i> <i>1:15-2:05</i> 2:15-3:05 3:15-4:05
one hour two days per week	8:00-8:50 TTH 9:00-9:50 TTH 10:00-10:50 TTH 1:15-2:05 TTH 2:15-3:05 TTH 3:15-4:05 TTH
laboratories	8:00-10:50 T and/or TH and 1:15-4:05 M,T,W,TH,F

In order for classes to be spread out fairly and evenly over the entire schedule, departments must adhere to the following guidelines:

Number of Courses	Allowed	Most Popular Required	Least Popular
Nine or fewer courses (Note: At least one MWF 8-8:50 class per academic year required)		4	1
Nine – 12 courses (Note: At least one MWF 8-8:50 course per semester is required)		4	2
13 or more courses (Note: At least two MWF 8-8:50 courses per semester is required)		6	3

**FOR THE FIRST SEMESTER, TUTORIALS ARE NOT COUNTED
IN ANY OF THE ABOVE RESTRICTIONS.**

No first semester course or laboratory that is mainly for first-year students should be scheduled at 8:00-9:50TTH, 8:00-8:50TTH, or 9:00-9:50TTH because the basic meeting time reserved for all Tutorials will be these periods. There are likely to be no seminar or flexible-seating classrooms available during these time slots for non-tutorial classes during the first semester.