

- 3-contact hour courses that do not use these time blocks (or that want multiple classrooms for one or more day but not for all) will be placed after standard time block courses are assigned rooms.
- The Wren Building is not available for any academic classes after 1700 (5 pm).

To maximize distribution of classes across days, times, and classrooms; departments & programs will:

- Schedule “standard” time block classes in at least 12 of the 16 “standard” time blocks listed on Page 1, with at least two of those 12 slots at a 0800 time slot and/or a 1700 (5 pm) time slot.**
 - Departments and programs with fewer than 12 classes in “standard” time blocks should have no more than a single section at any “standard” time block.
 - Departments and programs with between 8 and 11 “standard” classes in “standard” time blocks should have at least one 0800 (8 am) section or one 1700 (5 pm) section.
 - Departments and programs with less than 8 “standard” classes in “standard” time blocks are encouraged, but not required, to have at least one 0800 (8 am) section or one 1700 (5 pm) section.
- Offer no more than 10% of its “standard” sections in any single “standard” time slot.**
 - If 10% of the unit’s classes is at or above X.5, then round up to the nearest whole number.
 - For Example: If a department has between 15 and 24 counted classes; then no more than two may be offered in any single time slot.
 - If a department has between 25 and 34 classes, then no more than three may be offered in any single time slot, etc.
 - Generally only standard 3- or 4-credit, 3-contact hour courses are counted in this 10%; **however**, when 2-hour or longer laboratory sections are taught by faculty who also teach the corresponding lecture sections, those laboratory sections are included in the calculation (i.e., denominator) to determine a unit’s conformity with the 10% guidelines. For this exception, labs that meet for 1 hour and 50 minutes are considered a “two hour” lab.
- Offer only one section of a specific class during any “standard” time block unless all other time blocks are being used for the course.**
 - Exceptions: COLLege 100s, COLLege 150s, COLLege 400s and other topics courses that have different content.
- Schedule 4-contact hour classes with starting times that match the starting time for a “standard” time block.**
 - Departments and programs are encouraged to schedule these in MW pattern for two hours each, beginning with an established begin time.
 - In general: MW 0800-0950 or MW 1200-1350 or MW 1530-1720; but not including a MW 1400 (2 pm) start.
- Schedule 1- to 2-contact hour classes, such as discussion, lab, and similar sections to maximize room utilization and in consideration of student scheduling.**
 - a. As noted above, laboratory sections taught by faculty who also teach the corresponding lecture classes are counted in the calculations of the 10% and distribution guidelines.
 - b. 1- to 2-contact hour courses cannot cross “standard” time blocks if using public classrooms.

6. **“Bundle” 1- to 2-contact hour (and non-standard 3-contact hour) classes** during the scheduling process with other similar 1- to 2- contact hour classes or with 2-day MWF courses, in order to utilize classrooms as efficiently as possible.

7. **EXCEPTION: 4-contact hour 3- and 4-credit courses** with multiple meetings per week between 0800 (8 am) and 1820 (6:20 pm) where the first three contact hours meet during a “standard” time slot will be included in the calculations of #1 above (use 12 of the 16 standard time slots; use two 8am and/or 5pm time slots) and #2 above (max of 10% of courses per time slot). The fourth contact hour will not be counted in the calculations and should be bundled if possible (see #6 above). The first three contact hours will receive the same priority room assignment as 3-contact hour 3- and 4- credit courses. The fourth contact hour will receive the same priority room assignment as 1- to 2-contact hour courses.

**The Room Assignment Priority Order can be found in the *Schedule Build Reminders* document on the Academic Scheduling website at www.wm.edu/registrar/scheduling.