The over-arching goals for this document are to maximize student-scheduling choices; to utilize classroom resources as effectively as possible; and to make the semester class scheduling process as efficient as possible.

To those ends, the Educational Policy Committee has established the following guidelines to use in building the schedule and assigning classrooms. These guidelines apply to all undergraduate courses, whether scheduled in public classrooms (PCLS) or department rooms. In addition, graduate courses scheduled in public classrooms (PCLS) must follow the standard time slots listed below.
$>$ There are 18 "STANDARD" time slots for 3-contact hour 3- and 4-credit courses with multiple meetings per week between $0800(8 \mathrm{am})$ and 1950 (7:50 pm$)$, and additional "approved" times for evening sections and courses that meet once-a-week.

1) $0800-0850 \mathrm{MWF}$
2) $0900-0950 \mathrm{MWF}$
3) $1000-1050 \mathrm{MWF}$
4) $1100-1150 \mathrm{MWF}$
5) $1200-1250 \mathrm{MWF}$
6) $1300-1350 \mathrm{MWF}(1-1: 50 \mathrm{pm})$
7) $1400-1450 \mathrm{MWF}(2-2: 50 \mathrm{pm}) \quad$ OR $1400-1520 \mathrm{MW}(2-3: 20 \mathrm{pm})$
8) $1530-1620 \mathrm{MWF}(3: 30-4: 20 \mathrm{pm}) \quad \mathrm{OR} \quad$ 1530-1650 MW (3:30-4:50 pm$)$
9) $1700-1820 \mathrm{MW}(5-6: 20 \mathrm{pm})$
10) $1830-1950 \mathrm{MW}$ (6:30-7:50 pm)
11) 0800-0920 TR
12) $0930-1050 \mathrm{TR}$
13) $1100-1220 \mathrm{TR}$
14) $1230-1350 \mathrm{TR}(12: 30-1: 50 \mathrm{pm})$
15) $1400-1520 \mathrm{TR}(2-3: 20 \mathrm{pm})$
16) $\underline{1530-1650} \mathrm{TR}(3: 30-4: 50 \mathrm{pm})$
17) $1700-1820 \mathrm{TR}(5-6: 20 \mathrm{pm})$
18) $1830-1950 \mathrm{TR}(6: 30-7: 50 \mathrm{pm})$
> Classes meeting once per week must start at 1530 (3:30 pm) or later:

- 3-contact hour examples: M 1530-1820 (3:30-6:20 pm)
T 1700-1950 (5-7:50 pm)
W 1900-2150 (7-9:50 pm)
- One day courses that begin at 1530 are not included in the calculations of "standard" time slots.
- One day courses that begin at 1700 are included in the calculations with the "standard" time slots.
$>$ Friday only courses may meet 1400-1650 (2-4:50 pm). This time slot is not included in the calculations of "standard time" slots.


## Additional Notes:

- COLLege 100s and COLLege 150s may NOT meet once a week.
- 3-contact hour classes that use these time blocks will have priority in the assignment of public classrooms.
- 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:

1. Schedule "standard" time block classes in at least 12 of the 18 "standard" time blocks listed on Page 1, with the number of academic courses offered by a department or program at the early (8am) or late ( 5 pm or later) time slots scaled to the total number of courses offered by that unit, as follows:

| \# of standard <br> sections | Minimum \# of 8am or 5pm (or <br> later) starts |
| :--- | :--- |
| $1-15$ | 1 |
| $16-30$ | 2 |
| $31-45$ | 3 |
| $46-60$ | 4 |
| $61-75$ | 5 |
| $76-90$ | 6 |

2. 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.

3. 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.

4. 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.

5. Schedule 1- to 2-contact hour classes, such as discussion, lab, and similar sections to maximize room utilization and in consideration of student scheduling.

- 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.
- 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 (8:00 am) and $1950(7: 50 \mathrm{pm})$ where the first three contact hours meet during a "standard" time slot will be included in the calculations of \#1 \& \#2 on page 2 . 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.
