

## Master Schedule Guidelines

1. The standard pattern for scheduling courses should be followed. Departmental courses should be spread throughout the day. Faculty choosing to teach in consecutive time periods (back-to-back) may not be assured of the same classroom for all back-to-back classroom sessions. Full-time faculty should not be scheduled to teach during the Faculty Meeting time.
2. Courses should either begin or end at a standard class time so as to avoid the problem of 15" overlap. Two credit courses should generally meet on TR. Some flexibility is allowed so long as two blocks are not used. For example, an instructor could elect to meet from 8:00-8:50, or from 8:25-9:15, but could not choose 9:00-9:50 because this option conflicts with two blocks.
3. Generally, courses scheduled between 3:00 pm and 5:15 pm should be ones where there are multiple sections throughout the day so as not to create an irresolvable conflict for students in athletics.
4. The noon hour is reserved for "cohort programs" (e.g. freshman experience, Liberal Arts Seminar, and Honors Program). Courses that do not interfere with these programs may also be offered at noon.
5. Courses having only one section generally should not meet at the same time as other courses that also only have one section, especially if these are required courses. This guideline may call for departments to work together collaboratively (e.g. Kinesiology and School of Education). Deans are responsible to see that there are as few conflicts as possible with required courses.
6. Courses offered before 5:00 pm must fit the standard schedule.
7. Exceptions to these guidelines may only be made by approval of the dean and/or VP. Classroom assignments for courses not fitting the standard pattern will only be made on a space available basis after all standard pattern courses have been scheduled.
8. Schedule of courses for next academic year will be due to the Registrar's Office by October 15 each year.

	50"	75"	50"	75"	50"
<b>Block</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
1	8:00-8:50	8:00-9:15	8:00-8:50	8:00-9:15	8:00-8:50
2	9:00-9:50	9:30-10:45	9:00-9:50	9:30-10:45	9:00-9:50
3	10:00-10:50	11:00-11:50	10:00-10:50	11:00-11:50	10:00-10:50
4	11:00-11:50	<b>Chapel</b>	11:00-11:50	<b>Chapel</b>	11:00-11:50
5	12:00-12:50 Cohort Courses (First Year Experience, Liberal Arts Seminar, Honors)				
6	1:00-1:50	1:00-2:15	1:00-1:50	1:00-2:15	1:00-1:50
7	2:00-2:50	2:30-3:45	2:00-2:50	2:30-3:45	2:00-2:50
8	3:00-3:50	4:00-5:15	3:00-3:50	4:00-5:15	3:00-3:50
9	4:00-4:50	3:30-5:00	4:00-4:50		4:00-4:50
10a (1 day/wk)	5:00-8:00	Meeting Time	5:00-8:00		5:00-8:00
10b (2 days/wk)		5:00-6:15		5:00-6:15	