

## University Classroom Scheduling Requirements

- 1) Responsibility for assignment of classes to all General Purpose Classrooms rests with the Office of the University Registrar. Those wishing to schedule departmental classrooms (those under complete control of a department that is not their own) must secure permission from that department and *inform the scheduling office of this permission*.
- 2) Semester Section Books are distributed to aide in scheduling courses and rooms. These books show the location of the class the previous year. This does not mean the course will receive the same room assignment for the term currently in course schedule maintenance.
- 3) Please see the section under resources entitled Standard Time Periods for acceptable times to schedule courses. Exceptions to these times must receive permission from the Registrar through the scheduling office.
- 4) Assignment of space for recitation and discussion sections which meet separately from the lecture part of a course will be made after all lecture courses are placed in the schedule. Whenever possible, recitation and discussion sections of a course will be scheduled so as to utilize all hours of a time sequence for a given room. An example would be a recitation scheduled for Mondays at 2 p.m. would then make Wednesdays and Fridays at 2 p.m. unusable for a lecture. Assigning these recitations and discussions after lectures makes prime utilization of classroom space.
- 5) No more than 40% of the lecture and recitation sections under the 700 level for Academic Affairs may be offered between the hours of 9:00 a.m. and 1:00 p.m. (prime time hours). Additionally, the percent of course sections offered between these hours on Tues/Thurs (TR) should not exceed 20%.
- 6) Whenever possible, assignments will be made so that each class will be assigned to a room which it can fill to 80% capacity.
- 7) Where it is not possible to meet all initial requests for rooms, the school or department will be asked to change the hours and/or days of the offering in order to make the most effective use of the available schedule times and unoccupied rooms.
- 8) When scheduling meeting patterns for courses with multiple activity types (e.g. lecture & labs or lecture & recitation) zero credit labs and recitations must be offered at different times/days than the lecture. Scheduling overlapping meeting times is not efficient use of classroom space and is not permitted.