

Course Scheduling Guidelines

(FALL & SPRING)

In 1993, the Coe College faculty voted to apply certain rules to each department's schedule of courses to avoid the concentrated distribution of offerings in high-frequency time slots. These rules have been adapted to the new template for courses which was approved in March 2004.

****IMPORTANT: (Fall term only) All first year seminar courses and only first year seminar courses can be scheduled in the fall term at 11:00am MTWRF. If 11am is the only time your course can meet, you must obtain approval from the Provost. There are only 11 open rooms during the FYS block. If you schedule a course during this time, please be aware that your course may be canceled, or will be assigned to one of the following rooms:**

- Kesler (MWF available only)
- Hickok Hall Seminar Room
- Struve 10, 12 (Seats 12 13)
- Struve Computer Lab
- Stuart Hall Computer Labs
- Morris Hall
- Clark Racquet Center

There are 13 standard time slots for scheduling a 1.0 credit course. Low-frequency time slots are in crimson and high-frequency time slots in gold:

1. MWF 8:00am – 8:50am
2. MWF 9:00am - 9:50am
3. MWF 10:00am – 10:50am
4. MWF 11:00am – 11:50am**
5. MWF 12:00pm – 12:50pm
6. MWF 1:00pm – 1:50pm
7. MWF 2:00pm – 2:50pm
8. MW 2:00pm – 3:20pm
9. MW 3:00pm – 4:20pm
10. TTh 8:00am – 9:20am
11. TTh 9:30am – 10:50am
12. TTh 11:00am – 12:20pm**
13. TTh 12:30pm – 1:50pm
14. TTh 2:00pm – 3:20pm

As the number of students and numbers of sections increase, the distribution of courses across the day becomes increasingly more important.

Approved Rules

- At least **one-third** of all department offerings must be scheduled in the **low-frequency** time slots.
- Departments are guaranteed the ability to offer **one-third** of their course offerings distributed throughout the 7 high-frequency time slots.
- The remaining **one-third** of the courses may be designed for desired days and times, but they are subject to reassignment of days, times or room as needed.
- When only one section of a courses is offered in a term, **it cannot** be scheduled in time slots 5, 8 or 12.

TIPS

- *It is helpful to have first year appropriate courses offered in **all** time slots outside 11am*
- *Courses offered in low-frequency time slots have a higher chance of getting their preferred room*
- *Courses offered in high-frequency time slots have a lower chance of getting their preferred room or building*
- *When more than one section of a course is offered, time slots 5, 8 and 12 are good options*
- *Collateral Majors should consult one another to ensure their offerings are available appropriately for students at every level of completing the major*
- *Be aware that scheduling at noon may conflict with music classes*
- *Be aware that scheduling after 2pm may conflict with labs or athletics*

The Registrar's Office will make every effort to maximize classroom utilizations based upon room requirements, occupancy limits, and classroom amenities. Furthermore, the Registrar's Office reserves the right to reassign courses based upon capacity, Americans with Disabilities (ADA) needs, and other space management considerations.