

September 2009

TO: Department Chairpersons  
FROM: Kristi Reinholtzen, Registrar  
RE: 2009-2010 Scheduling Grid

This schedule grid incorporates the Friday afternoon Common Meeting Time approved by the faculty in November, 2008. The approved schedule allows for horizontal and vertical scheduling of classes within a specific structure of rules designed to minimize course conflicts. A copy of the schedule grid is attached. The Academic Operations Committee must approve any one-time or permanent exemptions from the rules.

**The rules are as follows:**

- 1. To maximize utilization of the entire class day, departmental offerings should be distributed throughout the day.**
  - a. Departmental schedules that are not balanced across the entire class day will be sent back to the department chair by the Registrar.**
- 2. It is expected that all courses will meet during all regularly scheduled meeting times.**
  - a. Instructors may occasionally cancel classes due to other obligations (such as attending a professional conference)**
  - b. Instructors may not cancel large blocks of scheduled meeting times without an approved exemption from the AOC.**
- 3. Courses meeting 3x per week must meet in "Z" periods Monday, Wednesday & Friday.**
- 4. Courses meeting 2x per week must meet on Tuesday & Thursday.**
  - a. Courses meeting 2x80 minutes must meet 12Y, 34Y, 45Y, 67Y or 78Y.**
  - b. Courses meeting 2x110 minutes must meet 12X, 34X, 56X, or 78X.**
- 5. Courses meeting 1x per wk (such as labs) may be scheduled any time of the day.**
- 6. Any proposed courses which do not follow the above rules (and have not been granted an exemption by AOC) will not be scheduled by the Registrar.**
- 7. Classes displaced by Common Meeting time could be rescheduled for New Block A (MW 2:30 – 3:50) or new Block B (MW 2:30 – 4:20).**

## Daily Schedule

In the schedule below, there are several major features:

Period Z (Indicated by Blue) Classes meeting 3x50 Minutes Per Week (MWF)

Period Y (Indicated by Pink) Classes meeting 2x80 Minutes Per Week (TR)

Period X (Indicated by Orange) Classes meeting 2x110 Minutes per Week (TR)

The light green boxes on Tues/Thurs may be used to offer 4x or 5x courses

Mon		Tues		Wed	Thurs		Fri	
IZ 8:00-8:50		1T		IZ	1R		IZ	
2Z 9:9:50		2T	12Y	2Z	2R	12Y	2Z	
Chapel 10:00-10:30								
3Z 10:30-11:20		3T	34Y	3Z	3R	34Y	3Z	
4Z 11:30-12:20		4T		4Z	4R		4Z	
5Z 12:30-1:20		5T	45Y	5Z	5R	45Y	5Z	
6Z 1:30-2:20		6T	67Y	6Z	6R	67Y	6Z	
New Block A 2:30-3:50	New Block B 2:30-4:20	7T		New Block A	New Block B	7R	78X	Common Meeting Time
		8T	78Y			8R		
9Z 4:30-5:20		9T		9Z	9R		9Z	

The Majority of Classes Will Meet in one of the Following Modes:

3x50 Minutes (MWF)	Indicated by Code "Z"	Example: 5Z (MWF 12:30-1:20)
4x50 Minutes (MTWF)	Indicated by Code "ZT"	Example: 5ZT (MTWF 12:30-1:20)
4x50 Minutes (MWRF)	Indicated by Code "ZR"	Example: 5ZR (MWRF 12:30-1:20)
5x50 Minutes (MTWRF)	Indicated by Code "ZTR"	Example: 5ZTR (MTWRF 12:30-1:20)
2x80 Minutes (TR)	Indicated by Code "Y"	Example: 67Y (TR 1:30-2:50)
2x110 Minutes (TR)	Indicated by Code "X"	Example: 56X (TR 12:30-2:20)

**Classes displaced by Common Meeting time could be rescheduled for New Block A or New Block B**