Scheduling Guideline for General Assignment Rooms

Prime = 8:00 am – 2:00 pm
Non Prime = 2:00 pm – 10:00 pm

A. Departments are limited to offering no more than 50% of their lectures/seminars and no more than 60% of the lab/discussions during prime time hours (8:00 a.m. –2:00 p.m.) Classes meeting on one day only and for more than normal duration (e.g., 3 hour seminars) should be scheduled in non-prime time (2:00 p.m. – 10:00 p.m.) to ensure maximum space utilization for all. (Exceptions may be necessary. See Item D below.)

B. Sections offered with starting times from 8:00 a.m. to 1:00 p.m. must conform to established time blocks. Established time blocks are fifty-minute classes beginning ten minutes after the hour in the Monday, Wednesday, and Friday (MWF) pattern, and eighty-minute classes beginning ten minutes after the hour or half hour (i.e., 8:10 a.m., 9:40 a.m., 11:10 a.m., 12:40 p.m., 2:10 p.m., 3:40 p.m., 5:10 p.m.) on Tuesday and Thursday (TR). The one exception to this rule is the scheduling of sections in one-hour time blocks on Tuesday or Thursday for discussions. Sections requiring non-standard hours are restricted to the non-prime hours.

C. To minimize interdepartmental conflicts and to develop a schedule based on sound educational principles, the following guidelines will prevail: During the prime times, in order to improve space utilization, the use of general assignment rooms will require a course history with a minimum enrollment of four for graduate courses, eight for upper division courses, and twelve for lower division courses.

In the event of conflicts, priority will be given to the course that demonstrates the highest seat utilization based on current projections and end of third week enrollment figures for the last three terms the course was taught (not including the current quarter or summer session). Special consideration may be given when departments submit information about anticipated significant enrollment increases beyond those of the general campus.

D. The registrar will maintain a wait list for departments that would like to offer courses during prime time in the excess of the 50% / 60% cap. These requests will be satisfied when possible on the basis of room availability, optimal utilization, and in order that the Schedule of Classes copy is received in the Registrar’s Office.

E. Schedule of sections during Wednesday ‘nooner hours’ is permitted for all course types. A section refers to any lab, lecture, discussion, studio class, etc.