**Scheduling Parameters for Fall and Spring Classes**

The following guidelines are intended to better position Dominican to respond to the continuing strain on limited classroom space and other campuses resources, to create a schedule of classes that reduces the challenges students face when trying to fit courses in their schedules, and to ensure that appropriate instructional space is available for each class. Deans are expected to plan within the following constraints when proposing course schedules for the fall and spring semesters:

Three-Credit-Hour Meeting Patterns (see schedule grid)

* 50-minute classes meet three times per week—Monday/Wednesday/Friday:
	+ MWF 8:30-9:20
	+ MWF 9:30-10:20
	+ MWF 10:30-11:20
	+ MWF 11:30-12:20
	+ MWF 12:30-1:20
	+ MWF 1:30-2:20
	+ MWF 2:30-3:20
	+ MWF 3:30-4:20
* 75-minute classes that meet two times per week—Tuesday/Thursday and early morning/late afternoon/early evening Monday/Wednesday:
	+ TR 8:30-9:45
	+ TR 10:00-11:15
	+ TR 11:30-12:45\*
	+ TR 1:00-2:15
	+ TR 3:30-4:45
	+ TR 5:00-6:15
	+ MW 8:00-9:15
	+ MW 3:30-4:45
	+ MW 5:00-6:15
* 150 minute classes that meet one day per week:
	+ 6:00 pm or later Monday through Thursday, or
	+ 3:30-6:20 on Tuesday or Thursday ***with*** a corresponding course that meets at the same time on corresponding day (e.g. T 3:30-6:20 section paired with a R 3:30-6:20 section).
	+ 2:30-5:20 Monday/Wednesday/Friday ***with*** a corresponding course that meets at the same time on at least one of the other corresponding days (e.g. M 2:30-5:20 section paired with either a W 2:30-5:20 section or a F 2:30-5:20 section).

\* During fall semester, the TR 11:30-12:45 time slot is reserved for freshman LAS and honors seminars—see below for more information.

Four-Credit-Hour Meeting Patterns

* Courses that meet 200 minutes per week, four times a week need to follow the standard time blocks; it is easier to accommodate those sections early in the morning or late in the afternoon.
	+ For 200-minute courses that meet four times a week, the additional 50 minutes should be scheduled with a corresponding additional 50-minute time slot of another 200 minutes per week course at the same time on the other day of the pair (Tuesday paired with Thursday; Monday/Wednesday/Friday paired with one of the others) to preserve a consistent distribution across timeslots.
	+ If the fourth meeting is scheduled as a Tuesday or Thursday meeting (in addition to MWF meetings), it should either start at the normal starting time for a TR class or end at the normal starting time for a TR course in order to avoid crossing two 75 minutes blocks on a Tuesday or Thursday (e.g. a MWF 9:30-10:20 section should not schedule the fourth meeting as T 9:30-10:20; it should either be 8:55-9:45 or 10:00 to 10:50).
* For 200-minute courses that meet three times a week, the options are MW 8:00-9:15 and F 8:30-9:20 or MW 3:30-4:45 and F 3:30-4:20.

Freshman LAS and Honors Seminar Scheduling

* The fall semester TR 11:30-12:45 time slot will be used for all LAS and Honors seminars for freshman. To ensure that these sections can meet in appropriate space, other offerings that can be scheduled at that time are limited to those that meet in a computer classroom, a science lab, or studio space and that are not intended for freshman. We also will have limited ability to accommodate courses that need general-use space as long as they anticipate low or high enrollment. Requests to schedule a TR 11:30-12:45  section that is not intended for freshman and that would use one of the spaces defined below should be submitted through the dean to the university registrar so that these spaces can be allocated:
	+ Two rooms that seat up to 12 people
	+ One room that seats up to 15 people
	+ Four rooms that seat up to 48 people
	+ Parmer 108

Distribution Guidelines

* Since it is increasingly important that all of the semester’s course offerings are spread evenly throughout the day and across the week, consider the following when proposing course times:
	+ For courses that meet before 5pm, the ratio of three-times-a-week meetings (MWF) to two-times-a-week meetings (TR and 3:30-4:45 MW) is four to three. The number of proposed sections that meet three times a week should exceed the number of sections that meet two times a week.
	+ Prime time is defined at MWF 9:30-2:20 and TR 10:00-2:20. While we have improved our utilization of the TR 8:30-9:45 time slot, we continue to underutilize MWF 8:30-9:20, MWF 2:30-3:20, MWF 3:30-4:20, MW 3:30-4:45, and TR 3:30-4:45.
	+ Evening courses should be balanced across the Monday, Tuesday, Wednesday, and Thursday evenings.
	+ To the extent possible, use as many of the time slots as you can and avoid a disproportionate number of offerings at the same time.
* Single-section course offerings should be given priority in the earlier part of the day to ensure that student athletes are able to get into the classes they need, building schedules that allow them both to complete their degrees in a timely manner and to participate fully in practices and competitions with their teammates.
	+ It is imperative that this guideline be followed for single-section offerings required in the major—they need to be available in the morning or early afternoon
	+ Utilize late-afternoon times for courses that either have other sections scheduled earlier in the day, elective courses, or courses that serve as one of a number of options that students can use to complete a requirement.

Extended-length Course meetings

* Lab- and studio-based courses that meet in specialized instructional space and require a non-standard, block meeting time (one three- or four-hour period) should be scheduled so that either the start time coincides with the start time of a standard course offering (on the half-hour on Monday, Wednesday, or Friday; 8:30, 10:00, 11:30, 1:00, 3:30 on Tuesday or Thursday) or the end time coincides with the end time of a standard course offering (20 minutes past the hour on Monday, Wednesday, or Friday; 9:45, 11:15, 12:45, 2:15, or 4:45 on Tuesday or Thursday.
* As with other sections, lab- and studio-based courses need to be distributed throughout the day and across the week; single-section offerings that are required for a major or minor should be offered before mid-afternoon.