

GUIDELINES FOR SCHEDULING OF LECTURE CLASSES

Centrally scheduled rooms will be scheduled as shown below. Note that all courses begin on the hour or the half hour. Non-university spaces may be scheduled at other times so long as classes start on the hour or half hour.

<p style="text-align: center;">3 unit classes MWF</p> <p>7:00 - 7:50 8:00 - 8:50 9:00 - 9:50 10:00 - 10:50 11:00 - 11:50 12:00 - 12:50 13:00 - 13:50</p> <p style="text-align: center;">TTh</p> <p>8:00 - 9:15 9:30 - 10:45 11:00 - 12:15 12:30 - 13:45</p> <p style="text-align: center;">MW or TTH</p> <p>14:00 - 15:15 15:30 - 16:45 17:00 - 18:15 18:30 - 19:45 20:00 - 21:15</p>	<p style="text-align: center;">4 unit classes MW or TTH</p> <p>(with 10 minute break)</p> <p>8:00 - 9:50 10:00 - 11:50 12:00 - 13:50 14:00 - 15:50 16:00 - 17:50 18:00 - 19:50 20:00 - 21:50</p> <p style="text-align: center;">MTWTh</p> <p>8:00 - 8:50 9:00 - 9:50 10:00 - 10:50 11:00 - 11:50 12:00 - 12:50 13:00 - 13:50 14:00 - 14:50 15:00 - 15:50 16:00 - 16:50 17:00 - 17:50 18:00 - 18:50 19:00 - 19:50</p>	<p style="text-align: center;">2 unit classes M or T or W or Th (with 10 minute break)</p> <p>8:00 - 9:50 10:00 - 11:50 12:00 - 13:50 14:00 - 15:50 16:00 - 17:50 18:00 - 19:50 20:00 - 21:50</p> <p style="text-align: center;">Friday</p> <p>Starting on the hour and lasting 1 hour 50 minutes</p> <hr style="border: 0.5px solid black;"/> <p style="text-align: center;">1 unit classes M or W or F starting on the hour</p> <p style="text-align: center;">T or TH</p> <p>starting on the even hour (8, 10, 12, 2 and 4)</p>
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Priority will be given to 3 unit courses scheduled MWF and TTh before two p.m. Courses can be scheduled in single 2, 3 or 4 hour blocks after 16:00 provided the room is consistently scheduled.

Class Size

- Enrollment Capacity should never exceed the room capacity because of Safety issues. Room capacity is established by a state formula based on the square footage of the room and the type of seating. Do not use "Permission Numbers" to add students if the enrollment is greater than the room capacity.
- On large capacity rooms, (those with seating capacity greater than 60) only schedule classes where expected enrollment is at least 75% of the room size.
- 3 and 4 unit courses should not be scheduled in the same spaces

Weekend Classes

- Weekend, summer and special session classes will need to meet the number of hours shown below.
 - 1 unit = 15 hours
 - 2 unit = 30 hours
 - 3 unit = 45 hours
 - 4 unit = 60 hours