

Standard Meeting Patterns and Scheduling Guidelines

(Spring/Fall)

Full Term Standard Meeting Patterns

MWF		TR		MW		SINGLE DAY	
START	END	START	END	START	END	START	END
0800	0850	0830	0945	1430	1545	1430	1715
0905	0955	1000	1115	1600	1715	1730	2015
1010	1100	1130	1245	1730	1845	2030	2315
1115	1205	1300	1415	1900	2015		
1220	1310	1430	1545	2030	2145		
1325	1415	1600	1715				
1430	1520	1730	1845				
1535	1625	1900	2015				
1640	1730	2030	2145				
1745	1835						

H1/H2 Part of Term Standard Meeting Patterns

MWF		TR	
START	END	START	END
0800	0950	0830	1100
1010	1200	1130	1400
1220	1410	1430	1700
1430	1620	1730	2000
1730	1920	2030	2300
2030	2220		

Meeting Patterns

1. On MWF, the class schedule will begin at 8:00am and class periods will last for 50 minutes. Classes that begin at 2:30 pm or later may run 50 minutes three days a week, 75 minutes twice a week, or 150 minutes once a week.
2. On Tuesdays and Thursdays, class periods begin at 8:30am and last for 75 minutes.
3. On MWF H1 and H2 part of term run for 1 hour 50 minutes.
4. On TR H1 and H2 part of term classes run for 2 hours 30 minutes.

Guidelines for Scheduling Classes

1. A minimum of 40% of classes must be scheduled during non-prime time: defined as classes starting at or before 9:05am and late afternoon classes starting at or after 2:30pm.
2. Standard period start times are to be used. Request to schedule courses at other than standard times will be processed on “space available” basis, AFTER conforming courses have been scheduled.
3. Please avoid 3-hour classes in prime time. If you have to offer such classes, then balance room use to avoid inefficient use of rooms (e.g. scheduling a three-hour class in the same block on MWF or TR).
4. Hybrid classes must be matched by another class on corresponding days (MWF or TR) where possible to maximize efficient use of rooms.
5. Units that have priority for classrooms must use the 8am slot and try to have 90% seat capacity utilization. For rooms that have a capacity of 80 or more, the Office of the Registrar will monitor and enforce the seat capacity utilization rule.
6. Rooms with a capacity of 25 or more for which the department has priority should aim for 90% seat capacity utilization. Associate deans can waive this requirement in special cases.
7. Graduate classes can consider special needs and location (such as Center City).